

C.37

POSITION ADJUSTMENT REQUEST

NO. 21981
DATE 10/18/2016

Department Employment and Human Services
Department No./ Budget Unit No. 0504 Org No. 5455 Agency No. A19

Action Requested: Establish the classification of Quality Assurance Monitor (XQSP) (represented), add one position and cancel one Clerk-Experienced Level (JWXB) (represented) vacant position #6343 in the Workforce Services Bureau at EHSD.

Proposed Effective Date: 11/1/2016

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$45,142.00 Net County Cost \$4,514.00
Total this FY \$26,333.00 N.C.C. this FY \$2,633.30

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 76% Federal, 14% State, 10% County

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Holly Trieu 313-1560

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

10/20/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/25/2016

Establish the classification of Quality Assurance Monitor (XQSP) (represented), add one position at salary plan and grade 255 1409 (\$4491-\$5459) and cancel one (1) vacant Clerk-Experienced Level (JWXB) (represented) position #6343 at salary plan and grade 3RH 0750 (\$2905-\$3605) in Employment and Human Services Department/Workforce Services Bureau.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [x] Day following Board Action.
[] (Date)

OParra

11/7/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/9/2016

[x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED []

David J. Twa, Clerk of the Board of Supervisors and County Administrator

DATE November 15, 2016

BY Gene Wilson

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows: