

POSITION ADJUSTMENT REQUEST

NO. 21992
DATE 11/3/2016

Department Department of Information Technology Department No./
Budget Unit No. 0147 Org No. 1060 Agency No. A03
Action Requested: Add one Computer Operator I (LK7A) (represented) position in the Operations Division of the Department of Information Technology.

Proposed Effective Date: 12/1/2016Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$81,770.00Net County Cost \$0.00Total this FY \$47,699.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Vacancy Savings in DoIT's budget will fund this position.

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

Ed Woo

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

11/3/16

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/18/2016

Add one Computer Operator I (LK7A) (represented) at salary plan and grade TB5 1169 (\$3,683 - \$4,060) in the Operations Division of the Department of Information Technology.

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

Effective: ☐ Day following Board Action.☒ 12/1/2016(Date)

Fina Prak

11/18/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/30/16☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: _____

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE December 6 2016BY June McQueen

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: