

## POSITION ADJUSTMENT REQUEST

NO. 21996  
DATE 11/10/2016Department Office of the Sheriff

Department No./

Budget Unit No. 0255 Org No. 2515 Agency No. 25

Action Requested: Cancel one (1) Deputy Sheriff Criminalist III (6DTB) position # 2528, and add one (1) Criminalist III (6DTA) position to the Forensics Division – Support Services Bureau.

Proposed Effective Date: 12/7/2016Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: N/A

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

Total annual cost (\$82,933.00)Net County Cost (\$82,933.00)Total this FY (\$41,467.00)N.C.C. this FY (\$41,467.00)SOURCE OF FUNDING TO OFFSET ADJUSTMENT Savings to the Office of the Sheriff General FundDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

11/28/2016

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/2/2016

Cancel one (1) Deputy Sheriff-Criminalist III (6DTB)(represented) vacant position #2528 and add one (1) Criminalist III (6DTA)(represented) position in the Office of the Sheriff.

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

Effective: ☒ Day following Board Action.☐ \_\_\_\_ (Date)

Tanya Williams

12/2/2016

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/8/2016

- ☒
- Approve Recommendation of Director of Human Resources
- 
- ☐
- Disapprove Recommendation of Director of Human Resources
- 
- ☐
- Other: \_\_\_\_\_

Timothy M. Ewell

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE December 13 2016BY 

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: