

POSITION ADJUSTMENT REQUEST

NO. 21957
DATE 11/22/2016Department Office of the Sheriff

Department No./

Budget Unit No. 2545 Org No. 2545 Agency No. 25

Action Requested: Decrease the hours of one Clerk – Senior Level (JWXC) position (13479), from FTE 40 hours per week to P/T 25 hours per week. The position will revert to a 40/40 position when vacated by the incumbent.

Proposed Effective Date: 1/1/2017Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost (\$21,847.00)Net County Cost (\$21,847.00)Total this FY (\$10,924.00)N.C.C. this FY (\$10,924.00)SOURCE OF FUNDING TO OFFSET ADJUSTMENT Savings to the Office of the SheriffDepartment 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

11/29/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/2/2016

Decrease the hours of one (1) Clerk–Senior Level (JWXC)(represented) position (#13479) from 40/40 to 25/40 at salary plan and grade 3RX 1033 (\$3,210-\$4,100) 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.☒ 9/14/2016(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 [Signature]

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: