

## POSITION ADJUSTMENT REQUEST

NO. 21998  
DATE 11/29/2016Department Human Resources/HSD/LibraryDepartment No./  
Budget Unit No. \_\_\_\_\_ Org No. \_\_\_\_\_ Agency No. \_\_\_\_\_

Action Requested: Establish the classifications of Institutional Services Aide-Project (1KW4) at salary plan/grade TB5 0828 (\$2,627.88-3,194.21) Institutional Services Worker-Project (1KV1) at salary plan/grade TB5 0922 (\$2,884.21- \$3,505.78) and add two (2) positions of each in the Health Services Department. Add two (2) Library Aide-Exempt (3KW4) positions at salary plan/grade f85 0288 (\$1,733.33-\$2,106.88) in the Library.

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 \$293,874.00

Net County Cost \_\_\_\_\_

Total this FY \$171,427.00

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \_\_\_\_\_

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

Allison Picard

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Allison Picard

11/29/16

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/29/2016

Establish the classifications of Institutional Services Aide-Project (1KW4) at salary plan/grade TB5 0828 (\$2,627.88-3,194.21) Institutional Services Worker-Project (1KV1) at salary plan/grade TB5 0922 (\$2,884.21- \$3,505.78) and add two (2) positions of each in the Health Services Department. Add two (2) Library Aide-Exempt (3KW4) positions at salary plan/grade f85 0288 (\$1,733.33-\$2,106.88) in the Library

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

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

Gladys Scott Reid

11/29/2016

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

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

(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 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: