

POSITION ADJUSTMENT REQUEST

C.34

NO. 21983
DATE 10/24/2016

Department Employment and Human Services Dept

Department No./

Budget Unit No. 0583 Org No. 5619 Agency No. A19

Action Requested: Reallocate the salary schedule for the Workforce Investment Board Executive Director - Exempt (XAD4) classification in the Employment and Human Services Department

Proposed Effective Date: 12/1/2016

Classification 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 \$13,078.00

Net County Cost \$0.00

Total this FY \$9,809.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 61% Federal, 39% State

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

10/26/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/7/2016

Reallocate the classification of the Workforce Investment Board Executive Director-Exempt (XAD4) (unrepresented) on the salary schedule from salary plan and grade B85 1972 (\$8,160.26 - \$10,414.79) five merit steps and one performance step to salary plan and grade B85 2044 (\$8,763 - \$10,651) five merit steps and no Performance Pay, as recommended by the Director of Human Resources.

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

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

Otilia Parra

12/7/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

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

DATE 12/15/2016

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is ☒ APPROVED ☒ DISAPPROVED

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

DATE December 20 2016

BY [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: