

POSITION ADJUSTMENT REQUEST

NO. 22001
DATE 12/20/2016Department Office of the Auditor-Controller

Department No./

Budget Unit No. 0010 Org No. 1013 Agency No. 10

Action Requested: ADOPT Position Adjustment Resolution No. 22001 to Reallocate the classification of Payroll Systems Administrator (SAHM) from salary plan and grade B82 1755 (\$6,781-\$8,681) to salary plan and grade B85 1857 (\$7,282-\$8,851) five (5) merit steps, and cancel Resolution Number 2007/141 excluding the outstanding pay provisions for the classification of Payroll Systems Administrator.

Proposed Effective Date: 12/21/2016Classification 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 \$9,130.00Net County Cost \$9,130.00Total this FY \$4,565.00N.C.C. this FY \$4,565.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Salary savings due to vacancy

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

Elizabeth Verigin

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

12/12/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/7/2016

Reallocate the salary of the Payroll Systems Administrator (SAHM) on the pay schedule from salary plan and grade B82 1755 (\$6,781-\$8,681) to B85 1857 (\$7,282-\$8,851) and cancel resolution number 2007/141 in the Auditor's Office.

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

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

Tanya Williams

12/7/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/14/2016

- ☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☒ Other: Effective January 1, 2017

Lisa Driscoll

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE December 20 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: