

POSITION ADJUSTMENT REQUEST

NO. 21987
DATE 11/18/2016

Department County Administrator's Office

Department No./
Budget Unit No. 0003 Org No. 1216 Agency No. 03

Action Requested: Establish the classification of Office of Reentry and Justice Program Manager-Project and add one (1) position in the County Administrator's Office

Proposed Effective Date: 12/13/2016

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

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

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

Total annual cost \$185,136.00 Net County Cost \$0.00

Total this FY \$88,283.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT AB 109 Public Safety Realignment

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

Lara Delaney

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/21/2016

Establish the classification of Office of Reentry and Justice Program Manager--Project (ADD7) (unrepresented) at salary plan and grade C85 2002 (\$8,406 - \$9,267) and add one (1) full-time Office of Reentry and Justice Program Manager-Project position in the County Administrator's Office.

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

Effective: [] Day following Board Action.
[x] 1/3/2016(Date)

Mary Jane De Jesus-Saepharn

12/21/2016

(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 [x] DISAPPROVED []

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

DATE 01/10/17

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: