

POSITION ADJUSTMENT REQUEST

NO. 22003
DATE 11/13/2016

Department Office of the Sheriff

Department No./
Budget Unit No. 0255 Org No. 2515 Agency No. 25

Action Requested: Cancel one (1) Sheriff's Aide (64VF) position #13560, Add one (1) Sheriff's Specialist (64VE) position to the Forensics Division - Support Services Bureau

Proposed Effective Date: 1/1/2017

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 \$14,296.00 Net County Cost \$14,296.00
Total this FY \$7,148.00 N.C.C. this FY \$7,148.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Office of the Sheriff General Fund

Department 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

12/9/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/23/2016

Cancel one Sheriff's Aide (#13560) vacant position and add one Sheriff's Specialist position 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.
 _____(Date)

Tanya Williams

12/23/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/5/2017

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 Administrator

DATE 1/10/17

BY



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: