

POSITION ADJUSTMENT REQUEST

NO. 22010
DATE 1/3/2017

Department County Administrator Department No./ Budget Unit No. 0003 Org No. 1200 Agency No. 03
Action Requested: Increasing the hours of one part-time (32/40) Senior Management Analyst (ADTD) position #3819 to full-time (40/40).

Proposed Effective Date: 1/11/2017

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 \$23,198.00 Net County Cost \$23,198.00
Total this FY \$5,799.00 N.C.C. this FY \$5,799.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund

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

Timothy M. Ewell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 1/5/2017
ADOPT Position Adjustment Resolution No. 22010 to increase the hours of one Senior Management Analyst (ADTD) (unrepresented) position (#3819) at salary plan and grade B85 1585 (\$5,562.76 - \$7,454.63) from part-time (32/40) to full-time 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.
 _____ (Date)

Mary Jane De Jesus-Saepharn 1/5/2017

(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 Administrator

DATE 01/10/17

BY Rolanda Hartfield

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: