

POSITION ADJUSTMENT REQUEST

NO. 22008
DATE 12/28/2016

Department Conservation and Development (DCD) Department No./ Budget Unit No. 2653 Org No. 0280 Agency No. 38
Action Requested: ADD TWO (2) permanent, full-time Information Systems Assistant II to DCD

Proposed Effective Date: 2/1/2017

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

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$124,000.00 Net County Cost \$0.00
Total this FY \$51,666.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Savings generated from reducing contract services offset

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

VM for JK

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

12/28/16

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/30/2016

Add two (2) full-time Information Systems Assistant II (LTVH) (represented) positions at salary plan and grade 3R5 1005 (\$3,131.25 - \$3,806.05)

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

Effective: [X] Day following Board Action.
[] (Date)

Mary Jane De Jesus-Saepharn

12/30/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/11/2017

[X] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

/s/ Julie DiMaggio Enea

(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 01/17/17

BY

Rolanda Montenegro

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: