

POSITION ADJUSTMENT REQUEST

C.43

NO. 21975
DATE 10/11/2016

Department Employment and Human Services Department No./
Budget Unit No. 0583 Org No. 5619 Agency No. A19
Action Requested: Cancel one Workforce Services Specialist (XANA) (position #5245) and add one Business Systems Analyst (LTWK) in the Workforce Development Board of EHSD (AR39748)

Proposed Effective Date: 10/24/2016Classification 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 (\$21,142.00) Net County Cost \$0.00Total this FY (\$15,857.00) N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Federal

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

Holly Trieu 3-1560

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

10/17/16

(for) Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/12/2017

Add one (1) Business Systems Analyst (LTWK) (represented) position at Salary Plan and Grade ZB5 1694 (\$6194-\$7529) and cancel one (1) Workforce Services Specialist (XANA) (represented) position #5245 at Salary Plan and Grade ZB5 1743 (\$6502-\$7903) in the Workforce Development Board of the Employment and Human Services Department.

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

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

OPARRA

5/12/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/5/2017

☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE July 11, 2017BY June McHuen, Deputy Clerk

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: