

POSITION ADJUSTMENT REQUEST

C.36

NO. 22084
DATE 2/6/2017Department Public WorksDepartment No./
Budget Unit No. 0650 Org No. 4503 Agency No. 65

Action Requested: Add one Account Clerk Advanced Level (JD7D) (represented) position at salary level 3RX 1133 (\$3,651-\$4,663); and CANCEL one (1) Accounting Technician (JD7A) (represented) vacant position #14052 at salary level 3RX 1236 (\$4,043-\$5,163) in the Public Works Department.

Proposed Effective Date: _____

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 -7996Net County Cost 0Total this FY -666N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Salary Savings

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

Julia R. Bueren

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

5/11/17

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/10/2017

Add one (1) Account Clerk - Advanced Level (JD7D) (represented) position at salary level 3RX 1133 (\$3,651-\$4,663); and cancel one (1) Accounting Technician (JD7A) (represented) vacant position #14052 at salary level 3RX 1236 (\$4,043-\$5,163)

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

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

Eva Barrios

7/10/2017

(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 AdministratorDATE August 1, 2017BY 

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: