

POSITION ADJUSTMENT REQUEST

C.42

NO. 22117
DATE 7/14/2017

Department Human Resources Department No./
Budget Unit No. 0035 Org No. 1305 Agency No. A05
Action Requested: Add Human Resources Manager-Exempt and Cancel Employee Benefits Manager-Exempt
Proposed Effective Date: 8/2/2017

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 \$0.00Net County Cost \$0.00Total this FY \$0.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost neutral

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

Mary Jane De Jesus-Saepharn

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

7/24/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/14/2017

Adopt Position Adjustment Resolution No. 22117 to add one (1) full-time Human Resources Manager-Exempt (AGD4) (unrepresented) position at salary plan and grade B85 1954 (\$8,256.60 - \$11,064.64) and cancel one (1) Employee Benefits Manager-Exempt (AGD2) (unrepresented) position number 12680 at salary plan and grade B85 1953 (\$8,248.43 - \$11,053.69) in the Human Resources Department.

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

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

Dianne Dinsmore

7/13/17

(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: