

POSITION ADJUSTMENT REQUEST

C.18

NO. 22057
DATE 3/20/2017Department County Library

Department No./

Budget Unit No. 0620 Org No. 3714 Agency No. 85

Action Requested: Cancel position number 12702, 40/40 Librarian Specialist in Org 3714

Add one 40/40 Library Assistant-Advanced Level in Org 3714

Proposed Effective Date: 4/1/2017Classification 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 (\$18,465.00)Net County Cost \$0.00Total this FY (\$4,616)N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost SavingsDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Melinda S. Cervantes

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

4/7/17

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/17/2017

Add one full-time 40/40 Library Assistant-Advanced Level position (3KTB) at salary plan and grade QXX 1234 (\$4,034 - \$5,152) and cancel one vacant full time 40/40 Librarian Specialist (3AVA) (represented) position no. 12702 at salary plan and a grade QXX 1479 \$5,142 - \$6,567

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

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

Eldreai Ellis

5/17/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 8/2/2017

- ☒ 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 ☒ ~~DISAPPROVED~~ ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE August 8 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: