

POSITION ADJUSTMENT REQUESTNO. 22135
DATE 6/12/2017Department Office of the Sheriff

Department No./

Budget Unit No. 2545 Org No. 2545 Agency No. 25

Action Requested: Increase the hours of one Clerk-Senior Level (JWXC) position (13479), from P/T 25 hours per week to FTE 40 hours per week

Proposed Effective Date: 7/1/2017Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost \$21,847.00Net County Cost \$17,295.54Total this FY \$21,847.00N.C.C. this FY \$17,295.54SOURCE OF FUNDING TO OFFSET ADJUSTMENT Office of the Sheriff's General FundDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

8/18/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/24/2017

Increase the hours of one Senior Level-Clerk (13479) from 25/40 to 40/40 in the Office of the Sheriff

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

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

Tanya Williams

8/24/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/5/2017☐ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: _____

Timothy M. Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE 09-12-17BY 

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: