

# POSITION ADJUSTMENT REQUEST

C.43

NO. 22129  
DATE 8/7/2017Department Conservation & Development

Department No./

Budget Unit No. 0280 Org No. 2676 Agency No. 38

Action Requested: Add one (1) full-time Account Clerk-Advanced Level (JD TD) (represented) position at salary plan and grade 3RX 1133 (\$3,651.49 - \$4,663.11) and cancel one (1) Clerk-Experienced Level (JWXB) (represented) Position No. 10292 in DCD.

Proposed Effective Date: 8/15/2017Classification 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 \$89,531.76

Net County Cost \_\_\_\_\_

Total this FY \$82,070.78

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Land Development and Building Permit Fees will cover cost

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

John Kopchik

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

8/7/2017

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/8/2017

Add one (1) Account Clerk-Advanced Level (JD TD) (represented) position at salary plan and grade 3RX 1133 (\$3,651.50 - \$4,663.11) and cancel one (1) vacant Clerk-Experienced Level (JWXB) (represented) Position No. 10292 at salary plan and grade 3RH 0750 (\$2,993.04 - \$3,713.58)

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

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

Mary Jane De Jesus-Saepharn

8/8/2017

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 8/29/2017

- ☒ 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 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: