

POSITION ADJUSTMENT REQUESTNO. 22143
DATE 8/30/2017Department Library

Department No./

Budget Unit No. 620 Org No. 3702 Agency No. 85

Action Requested: Establish Clerk Beginning level Project classification, allocate on the salary schedule, and add two positions 40/40

Proposed Effective Date: 10/1/2017Classification 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 \$111,798.00

Net County Cost _____

Total this FY \$83,849.00

N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT _____

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

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator_____
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/24/2017

Establish the classification of Clerk Beginning Level - Project (JWX9) (represented) at salary plan grade 3R5 0693 (\$2,368 - \$2,880) and add two (2) positions

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

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

Eldreai Ellis

8/24/2017

(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 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: