

POSITION ADJUSTMENT REQUEST

NO. 22134
DATE 7/26/2017Department ProbationDepartment No./
Budget Unit No. 0309 Org No. 3120 Agency No. 30

Action Requested: ADOPT Position Adjustment Resolution No. 22134 to add one (1) Account Clerk Experienced (JDVC) (represented) position at salary plan and grade 3RH 0755 (\$3,288 - \$4,076) and cancel one (1) Clerk-Senior Level (JWXC) (represented) position #570 at salary plan and grade 3RX 1033 (\$3,307 - \$4,223) in the Probation Department.

Proposed Effective Date: 9/1/2017Classification 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 (\$10,098.00)Net County Cost (\$10,098.00)Total this FY (\$8,415.00)N.C.C. this FY (\$8,415.00)SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost SavingsDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Danielle Fokkema

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Hang Nguyen for Timothy Ewell

8/11/17

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/21/2017

Add one (1) Account Clerk-Experienced (JDVC) (represented) position at salary plan and grade 3RH 0755 (\$3,288 - \$4,076) and cancel one (1) Clerk-Senior Level (JWXC) (represented) position #570 at salary plan and grade 3RX 1033 (\$3,307 - \$4,223)

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

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

Fina Prak

8/21/2017

(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 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: