

POSITION ADJUSTMENT REQUEST

C.I9

NO. 22138
DATE 5/16/2017Department Office of the Sheriff

Department No./

Budget Unit No. 0255 Org No. 2512 Agency No. 25

Action Requested: Cancel one (1) Secretary-Advanced Level (J3TG) position #2738, Add one (1) Sheriff's Specialist (64VE) position to the Support Service Bureau.

Proposed Effective Date: 9/13/2017Classification 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 \$6,114.73Net County Cost \$6,114.73Total this FY \$6,114.73N.C.C. this FY \$6,114.73SOURCE OF FUNDING TO OFFSET ADJUSTMENT Office of the Sheriff 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

8/29/17

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/31/2017

Cancel one Secretary-Advanced Level position no. 2738 and add one Sheriff's Specialist position in the Office of the Sheriff Support Services Bureau.

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

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

Tanya Williams

8/31/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/14/2017☒ 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 09-19-17BY 

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: