

# POSITION ADJUSTMENT REQUEST

C.26

NO. 22151  
DATE 9/13/2017Department Human Resources Department

Department No./

Budget Unit No. 0035 Org No. 1305 Agency No. A05

Action Requested: Establish the new classification of Employee Benefits Analyst (AGTG) (unrepresented); allocate on the salary schedule at salary plan and grade B85 1768 (\$6,867.83 - \$8,347.89).

Proposed Effective Date: \_\_\_\_\_

Classification 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 \$144,142.00Net County Cost \$0.00Total this FY \$96,095.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Offset by charges through the Benefits Administration FeeDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Dianne Dinsmore

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

9/13/17

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/13/2017

ADOPT Position Adjustment Resolution No. 22151 to establish the new classification of Employee Benefits Analyst (AGTG) (unrepresented); allocate on the salary schedule at salary plan and grade B85 1768 (\$6,867.83 - \$8,347.89).

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

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

Dianne Dinsmore

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/15/2017

- ☒
- Approve Recommendation of Director of Human Resources
- 
- ☐
- Disapprove Recommendation of Director of Human Resources
- 
- ☐
- Other: \_\_\_\_\_

L.Strobel

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE September 26, 2017BY June McHuen, Deputy Clerk

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: