

POSITION ADJUSTMENT REQUEST

C.28

NO. 22153
DATE 9/6/2017Department Office of the Sheriff

Department No./

Budget Unit No. 0255 Org No. 2535 Agency No. 25

Action Requested: Cancel one (1) Lieutenant (6XHA) position #10994 and one Sheriff's Mutual Aid Coordinator (64SK) position #13188, Add one (1) Captain (6XDA) position to the Field Operations Bureau.

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: N/A

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost (\$100,335.00)Net County Cost (\$100,335.00)Total this FY (\$83,614.00)N.C.C. this FY (\$83,614.00)SOURCE OF FUNDING TO OFFSET ADJUSTMENT Savings to the 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

9/12/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/14/2017

Cancel a vacant Lieutenant position (10994), a Sheriff's Mutual Aid Coordinator vacant position (13188) and add a Captain position in the Fields Operations Bureau-Investigations Division.

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

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

Tanya Williams

9/14/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/21/2017☒ 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 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: