

POSITION ADJUSTMENT REQUEST

C.61

NO. 22170
DATE 10/2/2017Department Various Departments

Department No./

Budget Unit No. VAR Org No. VAR Agency No. VAR

Action Requested: ADOPT Position Adjustment Resolution No. 22170 to reallocate the salary schedule, F85 1168 (\$3538.14) of the Law Clerk III -Exempt (2YTA) classification, to reflect a salary increase of 22%.

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: \$0.00

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

Total annual cost \$13,447.57Net County Cost \$13,447.57Total this FY \$10,085.67N.C.C. this FY \$10,085.67SOURCE OF FUNDING TO OFFSET ADJUSTMENT Costs will be absorbed by departments utilizing classDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Hang Nguyen

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy Ewell

10/3/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/11/2017

ADOPT Position Adjustment Resolution No. 22170 to reallocate the salary plan and grade F85 1168 from \$3,538.14 to \$4,333.33, of the Law Clerk III (2YTA) (unrepresented) classification.

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

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

Mary Jane De Jesus-Saepharn

10/11/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

- ☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

DATE _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE October 17 2017BY 

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: