

# POSITION ADJUSTMENT REQUEST

NO. 22181  
DATE 9/19/2017

Department Conservation & Development

Department No./

Budget Unit No. 0280 Org No. 2661 Agency No. 38

Action Requested: Add one (1) full-time Structural Engineer (NCSA) (represented) at salary level ZB5 1813 (\$7,177.99 - \$8,724.90 in the Department of Conservation and Development.

Proposed Effective Date: 10/1/2017

Classification 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 \$162,352.00

Net County Cost \_\_\_\_\_

Total this FY \$153,627.10

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Land Development and Building Permit Fees

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

John Kopchik

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

10/10/2017

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/11/2017

Add one (1) full-time Structural Engineer (NCSA) (represented) position at salary plan and grade ZB5 1813 (\$7,177 - \$8,724).

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:

DATE 10/19/2018

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

/s/ Julie DiMaggio Enea

\_\_\_\_\_  
(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

David J. Twa, Clerk of the Board of Supervisors  
and County Administrator

DATE October 24 2017

BY 

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: