

# POSITION ADJUSTMENT REQUEST

C.35

NO. 22166  
DATE 8/3/2017Department EHSD/CSBDepartment No./  
Budget Unit No. 0588 Org No. 1462 Agency No. 019

Action Requested: Cancel (5) Teacher-Project (CJN1) and (1) Associate Teacher-Project (CJW1) and Add (2) Infant/Toddler Teacher-Project (CJN2) and (5) Infant/Toddler Associate Teacher-Project (CJW2) (all represented) positions in Employment and Human Services Department/Community Services Bureau.

Proposed Effective Date: 10/17/2017Classification 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 (\$14,094.00)Net County Cost \$0.00Total this FY (\$9,983.25)N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings (50% Federal/50% State)

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

Reni Radeva

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey

9/22/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS  
SEE ATTACHMENT A-1

DATE 10/11/2017

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

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

Otilia Parra

10/11/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/1/2017☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: \_\_\_\_\_

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE November 7 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: