

# POSITION ADJUSTMENT REQUEST

C.35

NO. 22187  
DATE 8/9/2017Department Department of Information Technology Department No./  
Budget Unit No. 0060 Org No. 4285 Agency No. A03

Action Requested: ESTABLISH new classification of Communications Equipment Specialist I, allocate it to the salary schedule, RE-TITLE and REALLOCATE the classification of Communications Equipment Specialist (PEWF) to Communications Equipment Specialist II (PEWF), allocate it to salary schedule, REALLOCATE the classification of Senior Communications Equipment Specialist (PETB), allocate it to the salary schedule.

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: \$0.00

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

Total annual cost \$26,692.00Net County Cost \$0.00Total this FY \$22,243.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Costs are recovered through user fees.

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

Scott Sullivan

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/30/2017

Establish the class of Communications Equipment Specialist I Trainee (represented) and allocate it to the Salary Schedule, retitle and reallocate the class of Communications Equipment Specialist (represented) to Communications Equipment Specialist II (represented), and reallocate the class of Senior Communications Equipment Specialist (represented) on the Salary Schedule. (see attached)

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

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

Marta Goc

10/30/2017

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/9/17☒ 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 AdministratorDATE November 14 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: