# POSITION ADJUSTMENT REQUEST

NO. <u>22120</u>
DATE <u>6/22/2017</u>

Department <u>CAO-Risk Management</u>

Department No./
Budget Unit No. <u>0150</u> Org No. <u>1505</u> Agency No. <u>02</u>

Action Requested: Add one (1) Assistant Risk Manager position in the Risk Management Division of the County Administrator's Office

Proposed Effective Date: <u>12/1/2019</u>

Classification Questionnaire attached: Yes ☐  No ☐  / Cost is within Department's budget: Yes ☒  No ☐

Total One-Time Costs (non-salary) associated with request: <u>$0.00</u>

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

Total annual cost <u>$149,373.00</u>     Net County Cost <u>0</u>

Total this FY     <u>$87,134</u>          N.C.C. this FY     <u>0</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT <u>100% Self-Insurance Internal Service Funds</u>

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

S.Hymes-Offord

_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

| L.Strobel | 7/24/17 |
|---|---|
| Deputy County Administrator | Date |

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS          DATE <u>11/3/2017</u>
Add one (1) full-time Assistant Risk Manager (AJDP) (unrepresented) position at salary plan and grade B85 1804 ($7,117.05 - $8,650.82) in the Risk Management Division of the County Administrator's Office.

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 | 11/3/2017 |
|---|---|
| (for) Director of Human Resources | Date |

COUNTY ADMINISTRATOR RECOMMENDATION:          DATE     <u>11/21/17</u>
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

L.Strobel

_____
(for) County Administrator

BOARD OF SUPERVISORS ACTION:
Adjustment is APPROVED ☒   ~~DISAPPROVED~~ ☐

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

DATE   December 5, 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:

P300 (M347) Rev 3/15/01