

POSITION ADJUSTMENT REQUEST

NO. 22191
DATE 10/1/2017

Department County Library

Department No./

Budget Unit No. 0621 Org No. 3702 Agency No. 85

Action Requested: Cancel one full-time (40/40) Network Administrator I (LNWA) position No. 15301 and add one full time (40/40) Personnel Services Assistant II (ARVA) position.

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: \$0.00

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

Total annual cost \$1,883.00

Net County Cost \$0.00

Total this FY \$1,412.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Library Fund

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

Melinda S. Cervantes

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

11/2/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/6/2017

Cancel one (1) vacant full time (40/40) Network Technician I (LNWA) (represented), position No. 15301 at salary plan and grade ZB5-1496 (\$5,244 - \$6,374) and add one (1) full time (40/40) Personnel Services Assistant II (ARVA) (unrepresented) position at salary plan and grade B85-1517 (\$5,356 - \$6,511) in the Library Department.

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

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

Eldreai Ellis

11/6/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/30/2017

- ☒ 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 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: