

# POSITION ADJUSTMENT REQUEST

C.40

NO. 22192  
DATE 11/3/2017Department Animal Services

Department No./

Budget Unit No. 0366 Org No. 3331 Agency No. 36

Action Requested: Adopt Position Adjustment Resolution No. 22192 to add one Animal Services Sergeant (BJTD) (represented) position and cancel one Animal Services Officer (BJWD) (represented) vacant position number 5932.

Proposed Effective Date: 12/1/2017Classification 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 \$11,424.00Net County Cost \$4,226.88Total this FY \$6,664.00N.C.C. this FY \$2,466.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 32% User Fees, 31% City Revenues, 37% County General FundDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Arturo Castillo

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Susan Smith

11/14/2017

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/20/2017

Cancel one (1) Animal Services Officer (BJWD) (represented) vacant position number 5932 at salary plan and grade QAH 1300 (\$4,245 - \$5,554) and add one Animal Services Sergeant (BJTD) (represented) position at salary plan and grade QAH 1398 (\$4,673 - \$6,114).

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

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

Lauren Ludwig

11/20/2017

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/27/2017

- ☒
- 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 December 5, 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: