

POSITION ADJUSTMENT REQUEST

C.41

NO. 22194
DATE 12/5/2017Department Office of the County Counsel

Department No./

Budget Unit No. 0030 Org No. 1700 Agency No. 17

Action Requested: ADOPT Position Adjustment Resolution No.xxxxx to ADD one (1) full-time Clerk Experienced Level (JWXB) (represented) position at salary level 3RH 0750 (\$2,993.04 - \$3,713.58) in the Office of the County Counsel.

Proposed Effective Date: 12/5/2017Classification 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 \$62,817.00Net County Cost \$0.00Total this FY \$36,643N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Client Billings

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Sharon L. Anderson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

11/21/17

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/21/2017

Add one (1) full-time Clerk-Experienced Level (JWXB) (represented) position at salary plan and grade 3RH 0750 (\$2,993-\$3,714) i

*Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.*Effective: ☒ Day following Board Action.☐ ____ (Date)

Lauren Ludwig

11/21/17

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

- ☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

(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: