POSITION ADJUSTMENT REQUEST

NO. 22196
DATE 11/17/2017

Department Human Resources Department

Department No./
Budget Unit No. 0035 Org No. 1305 Agency No. A05

Action Requested: Establish the classification of Benefits System Administrator at salary plan and grade B85 1001; add one Accounting Technician position; reallocate the salary of the Human Resources Systems Analyst classification at salary plan and grade B85 1857 on the salary schedule.

Proposed Effective Date: _____

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	$261,126.00	Net County Cost	$7,326.00
Total this FY	$130,563.00	N.C.C. this FY	$7,326.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Offset by charges through the Benefits Administration Fee

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

Dianne Dinsmore
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel — Deputy County Administrator — 11/27/17 Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 11/21/2017

Establish the classification of Benefits System Administrator (AGDG) (unrepresented) on the salary schedule at salary plan and grade B85 1001 ($7,700 - $10,319); add one Accounting Technician (JD7A) (represented) position; reallocate the salary of the Human Resources Systems Analyst (AGSE) (unrepresented) classification at salary plan and grade B85 1857 ($7,500-$9,116)

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

Effective: ☐ Day following Board Action.
☒ 12/1/2017(Date)

Dianne Dinsmore
(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 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: