

POSITION ADJUSTMENT REQUEST

C.20

NO. 22161
DATE 7/28/2017Department EHSD/CSBDepartment No./
Budget Unit No. 0588 Org No. 1462 Agency No. 019

Action Requested: Transfer one (1) Intermediate Clerk -Project (99J3) and incumbent (represented) into the Merit System class Clerk-Experienced Level (JWXB)(represented) and one (1) Senior Level Clerk - Project (9KT7) (represented) into the Merit System class Clerk-Senior Level in EHSD/CSB.

Proposed Effective Date: 10/10/2017Classification 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 (\$1,740.00)Net County Cost \$0.00Total this FY (\$1,449.99)N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings 50% Federal & 50% State through CSB

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

Reni Radeva

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey

09/17/17

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS
SEE ATTACHMENT A-1DATE 10/11/2017

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

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

OPARRA

10/11/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/5/2017

- ☒ 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 12 2017BY June Mendoza

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: