

POSITION ADJUSTMENT REQUEST

C.26

NO. 22206
DATE 12/5/2017Department Auditor-ControllerDepartment No./
Budget Unit No. 0010 Org No. 1018 Agency No. 10

Action Requested: Reallocate the salary of the Payroll Systems Administrator (SAHM) (unrepresented) classification on the salary schedule at salary plan and grade B85 1860 (8,038 - \$9,771).

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: _____

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

Total annual cost \$7,860.00Net County Cost \$7,860.00Total this FY \$3,275.00N.C.C. this FY \$3,275.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General FundDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Robert Campbell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Laura Strobel

12/6/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/5/2017

Reallocate the salary of the Payroll Systems Administrator (SAHM) (unrepresented) on the salary schedule

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)

Gladys Scott Reid

12/5/2017

(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 12 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: