

# POSITION ADJUSTMENT REQUEST

C.25

NO. 22116  
DATE 7/14/2017Department Employment and Human Services

Department No./

Budget Unit No. 0501 Org No. 5101 Agency No. A19

Action Requested: Add One Network Administrator I (LNSA) position and cancel one Information Systems Technician II (LTVB) position # 15333 in the Administration Bureau of the Employment and Human Services Department.

Proposed Effective Date: 11/8/2017Classification 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 \$22,354.00Net County Cost \$2,235.00Total this FY \$13,040.00N.C.C. this FY \$1,304.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 42% Federal, 48% State, 10% County

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Holly Trieu

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

7/21/2017

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/4/2017

Add one Network Administrator I (LNSA) (represented) position at Salary Plan and Grade ZA5 1694 (\$6380-\$7755) and cancel one Information Systems Technician II (LTVB) (represented) vacant position #15333 at Salary Plan and Grade TB5 1496 (\$5244-\$6374) in the Administrative Services Bureau of the Employment and Human Services Department.

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

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

OPARRA

8/4/2017

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/31/2017☒ 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 

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: