

POSITION ADJUSTMENT REQUEST

C.23

NO. 22208
DATE 10/13/2017

Department Office of the Sheriff
Department No./ Budget Unit No. 0255 Org No. 2500 Agency No. 25
Action Requested: Cancel one (1) Administrative Lieutenant (6XHB) position No. 12043, and Cancel one (1) Sergeant (6XTA) position No. 3027, Add one (1) Assistant Sheriff-Exempt (6XB2) position to the Sheriff's Office - Administrative Services Division.

Proposed Effective Date: 11/1/2017

Classification Questionnaire attached: Yes [] No [X] / Cost is within Department's budget: Yes [X] No []

Total One-Time Costs (non-salary) associated with request: N/A

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

Total annual cost (\$209,080.00) Net County Cost (\$209,080.00)
Total this FY (\$104,540.00) N.C.C. this FY (\$104,540.00)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings to the Office of the Sheriff General Fund

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

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Hang Nguyen for Timothy Ewell

12/08/17

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/24/2017

Add one Assistant Sheriff-Exempt position, cancel one Administrative Lieutenant vacant position (12043) and cancel one Sergeant vacant position (3027) in the Office of the Sheriff.

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

Effective: [X] Day following Board Action.
[] (Date)

Tanya Williams

12/24/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/2/2018

- [X] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

Timothy Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED []

David J. Twa, Clerk of the Board of Supervisors and County Administrator

DATE January 9 2018

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: