

POSITION ADJUSTMENT REQUEST

C.24

NO. 22193
DATE 11/13/17

Department Employment and Human Services
Department No./ Budget Unit No. 0501 Org No. 5123 Agency No. A19
Action Requested: Cancel one Translator (J9WG) (position #10194) and add one Account Clerk Supervisor (JDHD) position in Administrative Services Bureau.

Proposed Effective Date: 12/6/2017

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

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$33,936.00 Net County Cost \$3,393.60
Total this FY \$19,796.00 N.C.C. this FY \$1,980.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Federal 42%, State 48%, County 10%

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

Holly Trieu 915-608-5024

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey

11/17/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/19/2017

Add one (1) Account Clerk Supervisor (JDHD) (represented) position at Salary Plan and Grade K6X 1340 (\$4,482-\$5,723) and cancel one (1) Translator (J9WG) (represented) vacant position #10194 at Salary Plan and Grade 3R5 0847 (\$2,758 - \$3,352).

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

Effective: [X] Day following Board Action.

[] (Date)

Otilia Parra

12/19/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

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

DATE 1/2/2018

/s/ Julie DiMaggio Enea

(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 [Signature]

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: