

POSITION ADJUSTMENT REQUEST

C.27

NO. 22220
DATE 12/27/2017

Department Public Defender
Department No./ Budget Unit No. 0243 Org No. 2918 Agency No. 43
Action Requested: Add (1) Legal Assistant (2Y7B) position at salary plan ZB5 1337 (\$4,480.41 - \$5,445.97) in the Public Defender's Office.

Proposed Effective Date: 1/9/18

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

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

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

Total annual cost \$83,235.60 Net County Cost \$83,235.60
Total this FY \$41,616.30 N.C.C. this FY \$41,616.30

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% AB 109 Public Safety Realignment Revenue

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

Robin Lipetzky

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Hang Nguyen for Timothy Ewell 12/27/2017

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/29/2017

Add one (1) Legal Assistant (2Y7B) position at salary plan and grade ZB5 1337 (\$4,480 - \$5,445) to work on the Pretrial Services Program in the Public Defender's Office. (Represented)

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

Effective: [X] Day following Board Action.

[ ] (Date)

Amanda Monson

12/29/2017

(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 [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: