

POSITION ADJUSTMENT REQUEST

C.28

NO. 22217
DATE 12/20/2017

Department Child Support Services

Department No./ Budget Unit No. 0249 Org No. 1780 Agency No. A40

Action Requested: Add one (1) full-time position of Child Support Services Supervisor (SMNA)(represented) at salary plan and grade ZA5 1546 (\$5,510-\$6,698) and cancel one (1) full-time Child Support Information Systems Analyst (LTWJ)(represented) vacant position #11898 at salary plan and grade ZA5 1594 (\$5,778-\$7,024) in the Department of Child Support Services.

Proposed Effective Date: 2/1/2018

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 (\$11,585.00) Net County Cost \$0.00

Total this FY (\$4,827.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Salary and benefits offset/100% State

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

Melinda Self

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey

12/26/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/28/2017

Add one full-time Child Support Supervisor (SMNA) (represented) position at at salary plan and grade ZA5 1546 (\$5,510-\$6,698) and cancel one full-time Child Support Information Systems Analyst (LTWJ)(represented) vacant position at salary plan and grade ZA5 1594 (\$5,778-\$7,024) in the Department of Child Support Services.

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

Effective: [X] Day following Board Action.

[ ] (Date)

LaShonda Smith, HR Consultant

12/28/2017

(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:

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

Adjustment is APPROVED [X] DISAPPROVED [ ]

BY

DATE January 9 2018

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: