

C.19

POSITION ADJUSTMENT REQUEST

NO. 22204
DATE 11/21/2017

Department Employment and Human Services Department No./
Budget Unit No. 0501 Org No. 5101 Agency No. A19
Action Requested: Cancel one vacant Clerk-Experienced Level (JWXB) position #17168 and add one Secretary-Advanced Level (J3TG) position in the Administrative Services Bureau. Note: Freeze exemption approved 10/31/17 per ASSIST #43568.

Proposed Effective Date: 12/12/2017

Classification 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 \$17,345.00 Net County Cost \$1,214.00
Total this FY \$10,118.00 N.C.C. this FY \$708.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Federal 44%, State 49%, County 7%

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

Holly Trieu 925-608-5024

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey 12/4/2017

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 12/29/2017
Add one (1) Secretary Advanced Level (J3TG) (represented) position at Salary Plan and Grade 3R2 1163 (\$3,885 - \$4,974) and cancel one (1) Clerk-Experienced Level (JWXB) (represented) vacant position #17168 at Salary Plan and Grade 3RH 0750 (\$2,993 - \$3,713) in 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 12/20/2017

(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 DISAPPROVED

DATE January 16 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: