

# POSITION ADJUSTMENT REQUEST

C.27

NO. 22225  
DATE 12/18/2017

Department Employment and Human Services Department No./  
Budget Unit No. 0503 Org No. \_\_\_\_\_ Agency No. A19

Action Requested: Cancel one Eligibility Work Supervisor I (XHHA) (position #15344) and add one EHS Deputy Bureau Director-Exempt (XAD2) position in the Aging and Adult Services Bureau of EHSD.

Proposed Effective Date: 1/9/2018

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 \$80,232.00

Net County Cost \$72,931.00

Total this FY \$33,430.00

N.C.C. this FY \$30,388.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Federal 30%, State 33%, County 37%

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

1/8/18

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/9/2018

Add one (1) EHS Deputy Bureau Director-Exempt (XAD2) (unrepresented) position at Salary Plan and Grade B85 2044 (\$9,026-\$10,971) and cancel one (1) Eligibility Work Supervisor (XHHA) (represented) vacant position #15344 at Salary Plan and Grade KX 1506 (\$5,282-\$6,746) in the Aging and Adult Services Bureau of 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

1/9/2018

(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 ☒ ~~DISAPPROVED ☐~~

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

DATE February 6, 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: