

POSITION ADJUSTMENT REQUEST

C.37

NO. 22227
DATE 1/1/2018Department Public Works

Department No./

Budget Unit No. 0650 Org No. 4504 Agency No. 65

Action Requested: ADOPT Position Adjustment Resolution No. 22227 to establish Departmental Personnel Officer-Exempt (APG1) (unrepresented) at Salary Plan and Grade B85 1876 (\$8,017 - \$9,745) in Contra Costa County, add one (1) position and cancel one (1) Administrative Services Officer position (no. 12744) in the Public Works Department.

Proposed Effective Date: 1/23/2018Classification Questionnaire attached: Yes ☐ No ☐ / Cost is within Department's budget: Yes ☐ No ☐

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

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

Total annual cost \$30,524.00Net County Cost \$0.00Total this FY \$15,262.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Overhead - Various Public Works Funds

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

B.Balbas

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

1/10/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/10/2018

Establish Departmental Personnel Officer-Exempt (APG1)(unrepresented) at Salary Plan and Grade B85 1876 (\$8,017 - \$9,745), add one position and cancel pos # 12744 Administrative Services Officer in the Public Works Department.

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

Effective: ☒ Day following Board Action.☐ _____(Date)

OParra

1/10/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/11/2018☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: _____

L.Strobel

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE 02-13-18BY 

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: