

# POSITION ADJUSTMENT REQUEST

C.36

NO. 22239  
DATE 2/15/2018

Department Office of the County Counsel

Department No./  
Budget Unit No. 0030 Org No. 1700 Agency No. 17

Action Requested: ADD one (1) full-time Legal Assistant (2Y7B) represented position at salary level ZB5 1337 (\$4,480.41-5,445.97) and CANCEL one (1) full-time Senior Legal Coordinator (JWTA) (represented) vacant position No.5769 at salary level 3RX 1290 (\$4,265.62-5,447.38) in the Office of the County Counsel.

Proposed Effective Date: 3/13/2018

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	<u>\$0.00</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>(\$0.00)</u>	N.C.C. this FY	<u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT No fiscal impact

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

Sharon L. Anderson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

2/15/18

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/16/2018

ADOPT Position Adjustment Resolution No. 22239 to ADD one (1) full-time Legal Assistant (2Y7B) (represented) position at salary plan and grade ZB5 1337 (\$4,480 - \$5,446) and CANCEL one (1) vacant full-time Senior Legal Coordinator (JWTA) (represented) position #5769 at salary plan and grade 3RX 1290 (\$4,266 - \$5,447) in the Office of the County Counsel.

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

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

Lauren Ludwig

2/16/18

(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 27 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: