

# POSITION ADJUSTMENT REQUEST

C.33

NO. 22248  
DATE 2/26/2018Department Employment and Human Services Department No. /  
Budget Unit No. 0502 Org No. 5216 Agency No. A19

Action Requested: Add one (1) Children's Services System Support Specialist (XATA)(represented) full time position at Salary Plan and Grade 3R5 1409 (\$4811 - \$5848) and cancel one (1) Eligibility Worker III (XHTB) (represented) vacant full time position at Salary Plan and Grade 255 1334 (\$4466 - \$5428) position # 4916. AR #43660

Proposed Effective Date: 4/1/2018Classification 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 \$7,495.00Net County Cost \$7,088.00Total this FY \$1,874.00N.C.C. this FY \$1,772.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 44% Federal, 39 %State, 17% County costDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Cheryl Morse 608-5023

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey

3/12/2018

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/15/2018

Add one Children's Services System Support Specialist (XATA) (represented) position at Salary Plan and Grade 3R5 1409 (\$4,811 - \$5,848) and cancel one vacant Eligibility Worker III (XHTB) (represented) position #4916 at Salary Plan and Grade 255 1334 (\$4,466 - \$5,428) in the Children and Family 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

3/15/2018

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

04/04/18☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: \_\_\_\_\_

Enid Mendoza

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa Clerk of the Board of Supervisors  
and County AdministratorDATE April 10 2018BY 

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: