

POSITION ADJUSTMENT REQUEST

C.19

NO. 22213
DATE 12/20/2017Department Child Support ServicesDepartment No./
Budget Unit No. 0249 Org No. 1780 Agency No. A40

Action Requested: Establish the classification of Chief of Administrative Services (APDK) (unrepresented) at salary plan and grade B85 1003 (\$8,441-\$10,260) and add one (1) position in the Department of Child Support Services.

Proposed Effective Date: 4/25/2018Classification 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 \$175,519.00Net County Cost \$0.00Total this FY \$29,253.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Salary and benefits offset. 100% StateDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Melinda Self

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey

12/21/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/10/2018

ADOPT Position Adjustment Resolution No. 22213 to establish the County-wide classification of Chief of Administrative Services (APDK) (unrepresented) at salary plan and grade B85 1003 (\$8,441-\$10,260) and add one full-time position in Department of Child Support Services.

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

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

LaShonda Smith, HR Consultant

4/10/2018

(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 AdministratorDATE April 17, 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: