

POSITION ADJUSTMENT REQUEST

C.20

NO. 22253
DATE 3/1/2018

Department No./
Budget Unit No. 0504 Org No. 5450 Agency No. A19

Department Employment and Human Services
Action Requested:

Proposed Effective Date: 3/14/2018

Classification Questionnaire attached: Yes [ ] No [x] / 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 \$264.00 Net County Cost \$26.00
Total this FY \$55.00 N.C.C. this FY \$5.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \_\_\_\_\_

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

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

3/14/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/23/2018

Adopt Position Adjustment Resolution No. 22253 to reclassify the EHS Personnel Officer (XAGB) (unrepresented) to Departmental Personnel Officer-Exempt (APG1) (unrepresented), reallocate the classification from salary level B82 1841 (\$7605 -\$9267; \$9736 max with performance pay) to salary level B85 1876 (\$8017- \$9745), re-assign position #12068, place employee #83910 at Step 4 on the new salary range, and acknowledge that the incumbent will

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

Effective: [x] Day following Board Action.
[ ] (Date)

OPARRA

3/22/2018

(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 [x] DISAPPROVED [x]

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

DATE April 17, 2018

BY [Signature]

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: