

POSITION ADJUSTMENT REQUEST

C.35

NO. 22256
DATE 3/16/2018

Department Clerk-Recorder-Elections
Department No./ Budget Unit No. 0355 Org No. 0355 Agency No. 24
Action Requested: Cancel vacant Recordable Document Technician (J9WF) position #5840. Add one Clerk-Recorder Services Specialist (EATA) position.

Proposed Effective Date: 5/1/2018

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$1,631.64 Net County Cost \$1,631.64
Total this FY \$271.94 N.C.C. this FY \$271.94

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Covered in existing budget

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

Joe Canciamilla
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE 3/19/2018
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 3/30/2018
Add one Clerk-Recorder Services Specialist (EATA) (represented) position and cancel one Recordable Document Technician (J9WF) (represented) vacant position No. 5840 .

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: [x] Day following Board Action.
[] (Date) Tanya Williams 3/30/2018
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 5/9/2018
[x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other: /s/ Julie DiMaggio Enea
(for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors and County Administrator
Adjustment is APPROVED [x] DISAPPROVED []

DATE May 22 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: