

POSITION ADJUSTMENT REQUEST

NO. 22278
DATE 4/26/2018

Department Department of Information Technology Department No./
Budget Unit No. 0147 Org No. 1050 Agency No. A03
Action Requested: ADD one (1) Executive Secretary - Exempt (J3T5) position (\$4,988 - \$6,063) and cancel one (1) vacant Clerk-Senior Level (JWXC) position #10255 (\$3,307 - \$4,223).

Proposed Effective Date: 5/1/2018

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 \$122,078.00 Net County Cost \$0.00
Total this FY \$8,436.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Administration Unit approved budget

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

Marc Shorr

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

5/3/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/8/2018

Add one (1) Executive Secretary-Exempt (J3T5) (unrepresented) position at salary plan and grade B85 1445 (\$4,988-\$5499) and cancel one (1) vacant Clerk-Senior Level (JWXC) (represented) position #10255 at salary plan and grade 3RX 1033 (\$3,307-\$4,223).

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

Effective: Day following Board Action.
 _____(Date)

Marta Goc

5/8/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 5/17/18

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:

Adjustment is APPROVED ~~DISAPPROVED~~ xxxxx

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

DATE May 22 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: