

POSITION ADJUSTMENT REQUEST

C.46

NO. 22258
DATE 1/22/2018Department County LibraryDepartment No./
Budget Unit No. 0620 Org No. 3702 Agency No. 85

Action Requested: Cancel two (2) permanent intermittent Librarian (3AWA) positions No. 6093 and 6097, and two (2) permanent intermittent Clerk – Experienced Level (JWXB) positions No. 6156 and No. 6181, and add four (4) permanent intermittent Library Assistant-Journey Level (3KVB) positions.

Proposed Effective Date: 2/1/2018Classification 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 (\$29,580.00) Net County Cost \$0.00Total this FY (\$12,325.00) N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings

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

Melinda S. Cervantes

(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 5/9/2018

Cancel two permanent intermittent Librarian (3AWA)(represented) positions #6093 and #6097 at salary plan and grade QXX 1341 (\$4,485-\$5,728); cancel two permanent intermittent Clerk-Experienced Level (JWXB)(represented) positions #6156 and #6181 at salary plan and grade 3RH 0750 (\$2,993-\$3,713) and add four permanent intermittent Library Assistant-Journey Level (3KVB)(represented) positions at salary plan and grade QXX 1030 (\$3,296-\$4,210).

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

5/9/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 6/18/2018

☒ 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~~ ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE June 26 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: