

# POSITION ADJUSTMENT REQUEST

C.54

NO. 22300  
DATE 6/1/2018Department CAO-Risk ManagementDepartment No./  
Budget Unit No. 0150 Org No. 1505 Agency No. 02

Action Requested: ADD one (1) Senior Workers' Compensation Claims Adjuster (AJTC) (represented) and CANCEL one (1) Workers' Compensation Claims Adjuster II (AJVF) (represented) in the Risk Management Division of the County Administrator's Office.

Proposed Effective Date: 7/1/2018Classification Questionnaire attached: Yes ☐ No ☐ / 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 \$10,142.00Net County Cost \$0.00Total this FY \$0.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Workers Compensation Internal Service Fund

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

Sharon Hymes-Offord, Risk Manager

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

6/1/18

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/14/2018

Add one (1) Senior Workers' Compensation Claims Adjuster (AJTC) (represented) at a salary plan and grade ZB5 1667 (\$6,211.86 - \$7,550.55) and cancel one (1) Workers' Compensation Claims Adjuster II (AJVF) (represented) position no. 6277 at salary plan and grade ZB5 1564 (\$5,609.58 - \$6,818.48).

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

Effective: ☐ Day following Board Action.☒ 7/1/2018(Date)

Mary Jane De Jesus-Saepharn

6/14/2018

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 6/20/18☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: \_\_\_\_\_

L.Strobel

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒ xxxDavid 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: