

# POSITION ADJUSTMENT REQUEST

C.58

NO. 22314  
DATE 6/18/2018Department Dept of Child Support Services

Department No./

Budget Unit No. 0249 Org No. 1780 Agency No. A40

Action Requested: CANCEL one (1) Chief of Administrative Svcs (APDK), (pos# #17452) and ADD one (1) Child Support Svcs Manager (9CDA) at salary plan and grade B85 1798.

Proposed Effective Date: 6/30/2018Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: 0

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

Total annual cost (\$23,380.00)Net County Cost \$0.00Total this FY \$0.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Fully funded by Federal/State grants; Salary SavingsDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sarah Bunnell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

6/21/2018

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

CANCEL one (1) Chief of Administrative Svcs (APDK), (pos# #17452) and ADD one (1) Child Support Svcs Manager (9CDA) at salary plan and grade B85 1798.

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)

D.Dinsmore

6/21/2018

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

☒ Approve Recommendation of Director of Human ResourcesDATE 6/21/2018☐ Disapprove Recommendation of Director of Human Resources

L.Strobel

☐ Other: \_\_\_\_\_

(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 *[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: