

POSITION ADJUSTMENT REQUEST

C.30

NO. 22328
DATE 7/10/2018

Department County Library

Department No./
Budget Unit No. 0621 Org No. 3798 Agency No. 85

Action Requested: Increase the hours of one (1) part-time (32/40) Librarian (3AWA) (represented) vacant position No. 17009 to full-time (40/40); and add one (1) part-time (20/40) Clerk - Experienced Level position (JWXB) (represented) position.

Proposed Effective Date: 7/1/2018

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 \$57,493.00 Net County Cost \$0.00
Total this FY \$5,74.93;(\$0.0) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

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

7/13/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/26/2018

Increase the hours of one (1) part-time (32/40) Librarian (3AWA, represented) vacant position #17009 to full-time (40/40) and add one part-time Clerk-Experienced Level (JWXB, represented)

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

Effective: [x] Day following Board Action.

[] (Date)

HR Consultant, LaShonda Smith

7/26/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

8/7/2018

- [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:

Adjustment is APPROVED [x] DISAPPROVED [x]

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

DATE August 14 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: