

POSITION ADJUSTMENT REQUEST

C>31

NO. 22319
DATE 6/15/2018

Department County Library

Department No./
Budget Unit No. 0621 Org No. 3763 Agency No. 85

Action Requested: Add one 40/40 Librarian (3AWA) pos, and one 40/40 Clerk - Senior Level (JWXC), increase the hours of one Library Assistant - Journey Level (3KVB) vacant pos No. 10234 from 20/40 to 40/40, and one Clerk - Exp. Level (JWXB) vac pos No. 11660 from 20/40 to 40/40, and cancel one 20/40 Clerk - Exp. Level Pos. No. 11659 and one 20/40 Library Assisstant - Journey Level vacant pos No. 6078.

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 \$136,005.00 Net County Cost \$0.00

Total this FY (\$136,005.00) 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

7/2/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

See attached document

DATE 7/27/2018

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

Effective: [x] Day following Board Action.

[] (Date)

LaShonda Smith, HR Consultant

7/27/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

- [x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

DATE 8/7/2018

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED []

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

DATE August 14 2018

BY [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: