

POSITION ADJUSTMENT REQUEST

C.16

NO. 22339
DATE 8/23/2018

Department Public Defender

Department No./
Budget Unit No. 0243 Org No. 2918 Agency No. 43

Action Requested: Position adjustment No. 22339 to add one (1) Administrative Services Assistant III (APTA)-Project position and cancel one (1) Administrative Analyst-Project (APW1) position no #17326 in the Public Defender's Office.

Proposed Effective Date: 9/12/2018

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 \$114,840.00 Net County Cost \$57,420.00
Total this FY \$86,130.00 N.C.C. this FY \$43,065.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Public Safety Realignment Revenue

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

Joanne Sanchez-Rosa for Robin Lipezky

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Hang Nguyen for Paul Reyes 8/23/2018

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 9/4/2018

Add one (1) Administrative Services Assistant III-Project (APT1) (represented) full time position at salary plan and grade Z25 1631 (\$6,174 - \$7,504) and cancel one (1) Administrative Analyst-Project (APW1) (represented) position #17326 at salary plan and grade Z25 1277 (\$4,348 - \$5,285)

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

Effective: [x] Day following Board Action.
[ ] (Date)

Amanda Monson 9/4/2018

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE

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

(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 September 18, 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: