POSITION ADJUSTMENT REQUEST

NO. <u>22338</u>
DATE <u>8/10/2018</u>

Department No./

Department <u>Office of the Sheriff</u>   Budget Unit No. <u>0300</u> Org No. <u>2580</u> Agency No. <u>25</u>

Action Requested: Position adjustment No. 22338 to reassign Lieutenant (6XHA) position #10993, from Department 255 (Field Operations Bureau) to Department 300 (Custody Services Bureau)

Proposed Effective Date: <u>9/1/2099</u>

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒   No ☐

Total One-Time Costs (non-salary) associated with request: <u>$0.00</u>

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

Total annual cost	<u>$0.00</u>	Net County Cost	<u>$0.00</u>
Total this FY	<u>$0.00</u>	N.C.C. this FY	<u>$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT   <u>Office of the Sheriff's General Fund</u>

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

Mary Jane Robb
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Hang Nguyen for Paul Reyes   8/15/18
_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE <u>9/10/2018</u>
Reassign Lieutenant (6XHA) position #10993 from Department 255 (Field Operations Bureau) to Department 300 (Custody Services Bureau)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☒ Day following Board Action.
              ☐ _____(Date)   Tanya Williams   9/10/2018
                                  _____   _____
                                  (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: David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒   DISAPPROVED ☐   and County Administrator

DATE   September 25 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:

P300 (M347) Rev 3/15/01