

POSITION ADJUSTMENT REQUEST

C.22

NO. 22340
DATE 8/29/2018

Department Clerk-Recorder-Elections

Department No./
Budget Unit No. 24 Org No. 0355 Agency No. 24

Action Requested: Cancel vacant Recordable Document Technician (J9WF) position #5817. Add one Clerk-Recorder Services Specialist (EATA) position. Cancel vacant Account Clerk (JDVC) position #16047. Add one Clerk Specialist level (JWXD) position.

Proposed Effective Date: 9/18/2018

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 \$11,552.06 Net County Cost \$11,552.06
Total this FY \$8,664.05 N.C.C. this FY \$8,664.05

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Covered in current and future budgets

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

Joe Canciamilla

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

9/4/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/12/2018

Cancel vacant Recordable Document Technician position #5817; cancel vacant Account Clerk-Experienced Level position #16047; add one Clerk-Recorder Services Specialist position, and add one Clerk-Specialist Level position.

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

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

Tanya Williams

9/12/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/20/2018

- [] 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 []

David J. Twa, Clerk of the Board of Supervisors 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: