

POSITION ADJUSTMENT REQUEST

C.29

NO. 22321
DATE 6/15/2018

Department County Library
Department No./
Budget Unit No. 0620 Org No. 3702 Agency No. 85

Action Requested: Reclassify two (2) full-time 40/40 Information System Programmer Analyst II (LPVA) position Nos.13465 and 12534 and their incumbents to one (1) full-time (40/40) Information Systems Supervisor (LBHB) position and one (1) full-time 40/40 Senior Business Systems Analyst (LTVJ) 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 (\$19,581.00) Net County Cost \$0.00
Total this FY (\$19,581.00) 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

6/29/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/30/2018

See attachment.

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

7/30/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/4/2018

[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 []

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

DATE 10-09-2018

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: