

POSITION ADJUSTMENT REQUEST

NO. 22350  
DATE 9/27/18

C.13

Department Clerk-Recorder Department No./ Budget Unit No. 355 Org. No. 355 COPERS Agency No. 24

Action Requested Add three Clerk-Recorder Services Technician EAVA positions (represented), cancel three vacant Clerk-Recorder Services Specialist EATA positions #17303, 17304, 17467 (represented).

Proposed Effective Date: October 19, 2018

Classification Questionnaire attached: Yes  No

Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$ 0

Estimated total cost adjustment (Salary/benefits/one time): \$ 0

Total annual cost \$ (10,292) Net County Cost \$ (10,292)

Total this FY \$ (6,862) N.C.C. this FY \$ (6,862)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT

Cost savings, no change in FTE's

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

J.C. 9/27/18  
(for) Department Head Date

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR or JE 9/27/18  
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION

DATE: 10/9/2018

Add three Clerk-Recorder Services Technician EAVA positions and cancel three vacant Clerk-Recorder Services Specialist EATA positions #17303, 17304, 17467.

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

Effective:  Day following Board Action.  
 \_\_\_\_\_ (Date)

Tanya Williams  
(for) Director of Human Resources

COUNTY ADMINISTRATOR RECOMMENDATION

DATE: 10/17/18

- 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 APPROVED  ~~DISAPPROVED~~

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

Date: October 23 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: