

POSITION ADJUSTMENT REQUEST

NO. 22362 C.14
DATE 10/9/18

Department Auditor-Controller Department No./ Budget Unit No. 0010 Org No. 1004 Agency No. A10
Action Requested: Add one permanent full-time Supervising Accountant (SAHJ) position at salary level ZA5 (\$6,630.39 - \$8,059.28) int the Office of the Auditor Controller Property Tax Division

Proposed Effective Date: 10/1/2018

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [] No [x]

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost _____ Net County Cost _____

Total this FY _____ N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund - Property Tax Administration Fee

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

B.Campbell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

10/9/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/11/2018

Add one permanent full-time Supervising Accountant (SAHJ) position at salary level ZA5 (\$6,630.39 - \$8,059.28) int the Office of the Auditor Controller - Property Tax Division.

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

Effective: [x] Day following Board Action.

[] _____(Date)

Lauren Ludwig

10/11/2018

(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 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: