

POSITION ADJUSTMENT REQUEST

C.24

NO. 22361
DATE 9/26/2018

Department Employment and Human Services
Department No./ Budget Unit No. 0503 Org No. 5315 Agency No. A19
Action Requested: Add one Social Service Program Assistant (XOSA) (represented) full time positions at Salary Plan and Grade 255 1384 (\$4834-\$5875) in the Aging and Adult Services of the Employment and Human Services Department.

Proposed Effective Date: 10/10/2018

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 \$93,393.00 Net County Cost \$0.00
Total this FY \$62,262.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT State 100%

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

Bao Tran 608-5027

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor 10/9/18

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 10/17/2018
Add one Social Service Program Assistant (XOSA) (represented) full time position at Salary Plan and Grade 255 1384 (\$4,834-\$5,875) in Employment and Human Services Department, Aging and Adult Services.

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

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

Amanda Monson 10/17/2018

(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 [x]

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

DATE 11-13-18

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: