

POSITION ADJUSTMENT REQUEST

C.22

NO. 22387
DATE 11/12/2018

Department County Library

Department No./
Budget Unit No. 0620 Org No. 3919 Agency No. 85

Action Requested: Add one (1) 40/40 Librarian Specialist (represented) position. Cancel one (1) 40/40 Librarian (represented) position number 12930.

Proposed Effective Date: 12/1/2018

Classification Questionnaire attached: Yes [X] No [ ] / 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 \$11,454.00 Net County Cost \$0.00
Total this FY \$6,681.00 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

11/20/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/28/2018

Add one (1) full-time Librarian Specialist (3AVA) (represented) position at salary plan and grade QXX 1479 (\$5,296.76 - \$6,764.18) and cancel one (1) full-time Librarian (3AWA) (represented) position number 12930 at salary plan and grade QXX 1341 (\$4,620.29 - \$5,900.30) in the Library Department.

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

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

Mary Jane De Jesus-Saepharn

11/28/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/6/2018

[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 [X]

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

DATE December 11 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: