

# POSITION ADJUSTMENT REQUEST

C.28

NO. 22388  
DATE 11/16/2018

Department Employment and Human Services/Admin Department No. /  
Budget Unit No. 0501 Org No. 5101 Agency No. 019

Action Requested: Add two Department Fiscal Officer (APSA) (unrepresented) positions, effective January 1, 2019, and, effective May 1, 2019, cancel one Departmental Fiscal Officer (APSA) (unrepresented) position, to Employment and Human Services Department, Administration Services Bureau.

Proposed Effective Date: 1/1/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$106,038.00

Net County Cost \$5,302.00

Total this FY \$97,044.00

N.C.C. this FY \$4,852.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT N/A

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

Kathy Gallagher/Director

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor

12/11/2018

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/11/2018

Add two (2) Departmental Fiscal Officer (APSA) (unrepresented) positions at Salary Plan and Grade B82 1724 (\$6,977 - \$8,501), and effective May 1, 2019, cancel one (1) Departmental Fiscal Officer (APSA) (unrepresented) position at Salary Plan and Grade B82 1724 (\$6,977 - \$8,501), in the Employment and Human Services Department, Administrative Services Bureau.

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_ (Date)

Amanda Monson

12/11/2018

(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 ☒ ~~DISAPPROVED~~ ☒ xxx

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

DATE 12-18-18

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: