

C.34

POSITION ADJUSTMENT REQUEST

NO. 22347
DATE 11/26/2017Department Human Resources

Department No./

Budget Unit No. 0035 Org No. Multi Agency No. 05

Action Requested: Abolish, Establish, and Reallocate specified positions in the Human Resources Department as detailed in attachment.

Proposed Effective Date: 1/1/2019Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

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

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

Total annual cost \$72,535.00Net County Cost \$19,085.00Total this FY \$16,818.00N.C.C. this FY \$6,367.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 83% User Department Fee Offset, 17% NCC

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Tina Pruett

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

1/7/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/9/2019

See attached.

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

Effective: ☐ Day following Board Action.☒ 2/1/2019(Date)

Tina Pruett

1/10/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/10/2019☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: _____

Lisa Driscoll

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE 1/15/19

BY

Jami Napier

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:

POSITION ADJUSTMENT REQUEST

NO. 22400
DATE 12/20/2018Department Auditor-ControllerDepartment No. /
Budget Unit No. 0010 Org No. Multi Agency No. 10

Action Requested: Cancel, add, and reallocate specified positions in the Auditor-Controller's Office accounting series as specified in Attachment.

Proposed Effective Date: 1/15/2019Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

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

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

Total annual cost (\$36,000.00)Net County Cost (\$36,000.00)Total this FY (\$15,000.00)N.C.C. this FY (\$15,000.00)SOURCE OF FUNDING TO OFFSET ADJUSTMENT The adjustment will save approximately \$36,000 per year.Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Robert Campbell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

12/20/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/20/2018

See attached.

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

Effective: ☐ Day following Board Action.☒ 2/1/2019(Date)

Tina Pruitt

12/20/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/7/2019☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: _____

Lisa Driscoll

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE 1/15/19BY Jami Napier

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:

C-34

POSITION ADJUSTMENT REQUEST

NO. 22404
DATE 1/8/2019Department County Administrator

Department No./

Budget Unit No. Multi Org No. Multi Agency No. 03

Action Requested: Reallocate specified classifications in the County Administrator's Office analyst series as specified in Attachment.

Proposed Effective Date: 1/15/2019Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

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

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

Total annual cost \$65,342.00Net County Cost \$65,342.00Total this FY \$10,055.00N.C.C. this FY \$10,055.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Existing departmental appropriations.Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Lisa Driscoll

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

1/10/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/10/2019

See attached.

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

Effective: ☐ Day following Board Action.☒ 2/1/2019(Date)

Tina Pruitt

1/10/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/10/2019☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: _____

Lisa Driscoll

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE 1/15/19BY Jami Napie

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:

C.34

POSITION ADJUSTMENT REQUEST

NO. 22409
DATE 1/9/2019

Department Veterans Services

Department No./

Budget Unit No. 0579 Org No. 0579 Agency No. 95

Action Requested: Reallocate classification of County Veterans' Services Officer (96A1) from a one-step to four-step class by adding three steps to top of range (5% each). Place encumbent (Emp #77060) at New Step 2.

Proposed Effective Date: 2/1/2019

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

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

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

Total annual cost \$8,234.00

Net County Cost \$8,234.00

Total this FY \$3,431.00

N.C.C. this FY \$3,431.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Existing departmental appropriations.

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

Lisa Driscoll

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

1/9/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/10/2019

REALLOCATE the classification of County Veterans' Services Officer (96A1)(unrepresented) from salary plan and grade BD5-2069 (\$9,529.93) to salary plan and grade BD5-2069 (\$9,529.93-11,032,09) and place incumbent Employee #77060 at the New Step 2.

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

Effective: ☐ Day following Board Action.

☒ 2/1/2019(Date)

Tina Pruitt

1/10/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/10/2019

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Lisa Driscoll

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

DATE 1/15/19

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

BY Jami Napier

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: