POSITION ADJUSTMENT REQUEST

NO. <u>22390</u>
DATE <u>11/19/2018</u>

Department No./
Department <u>District Attorney</u>   Budget Unit No. <u>0242</u> Org No. <u>2841</u> Agency No. <u>042</u>

Action Requested: Establish the classification and add one (1) Victim/Witness Assistance Program Supervisor/Mass Victimization Advocate position; reallocate the salary for pos# 12383, Victim/Witness Asst. Prog Mgr, class code 2KHA in the District Attorney's Office Victim/Witness unit.

Proposed Effective Date: <u>1/1/2019</u>

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

Total One-Time Costs (non-salary) associated with request: <u>$0.00</u>

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

Total annual cost	$141,523.00	Net County Cost	$0.00
Total this FY	$ 70,762.00	N.C.C. this FY	0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT   <u>Victim/Witness Assistance Program Grant</u>

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

Diana Becton

_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes   11/26/2018

_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE <u>1/14/2019</u>
Establish the classification of Victim/Witness Assistance Program Supervisor/Mass Victimization Advocate (2KHB) (represented) at salary plan grade ZA5 1450 $5,161 - $6,273; add one (1) position, and reallocate the salary of the Victim/Witness Assistance Program Manager (2KHA) (represented) position no. 12383 from salary plan ZA5 1450 $5,161 - $6,273 to salary plan and grade ZA5 1001 $7,198 - $8,750 on the Salary Schedule

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☒ Day following Board Action.
            ☐ _____(Date)   Gladys Scott Reid   1/14/2019

_____   _____
(for) Director of Human Resources   Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE   <u>1/16/2019</u>
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____   Paul Reyes

_____
(for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒   DISAPPROVED ☐   and County Administrator

DATE 1/22/19   BY _Jami Napue_

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:

P300 (M347) Rev 3/15/01