

C-19

## POSITION ADJUSTMENT REQUEST

NO. 22393  
DATE 12/10/18Department Public WorksDepartment No. /  
Budget Unit No. 0650 Org No. 4503 Agency No. 65

Action Requested: ADOPT Position Adjustment Resolution No. 22393 to add one (1) Account Clerk Supervisor (JDHD) (represented) position at salary plan and grade K6X 1340 (\$4,616 - \$5,895), and cancel one (1) Account Clerk - Advanced (JDTD) (represented) position no. 17262 at salary plan and grade 3RX 1133 (\$3,761 - \$4,803) in the Public Works Department.

Proposed Effective Date: \_\_\_\_\_

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 15405Net County Cost 0Total this FY 7703N.C.C. this FY 0SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Road, Flood Control, and Special Revenue funds.

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

Brian M. Balbas

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

12/10/18

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/30/2018

Cancel one vacant Account Clerk-Advanced Level position (17262) and add one Account Clerk Supervisor position in the Public Works Department.

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

Effective: ☒ Day following Board Action.☐ \_\_\_\_\_ (Date)

Tanya Williams

12/30/2018

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other: \_\_\_\_\_

DATE \_\_\_\_\_

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE 1/22/19BY 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: