

C-19

POSITION ADJUSTMENT REQUEST

NO. 22393  
DATE 12/10/18

Department Public Works

Department 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 15405 Net County Cost 0  
Total this FY 7703 N.C.C. this FY 0

SOURCE 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 Administrator

DATE 1/22/19

BY 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: