

## POSITION ADJUSTMENT REQUEST

NO. 22413  
DATE 1/14/2019Department No. /  
Budget Unit No. 0255 Org No. 2515 Agency No. 25

Department Sheriff Coroner

Action Requested: REALLOCATE class of Forensic Manager (6CGA) (represented) from salary level ZA5-2057 (\$9,413.75-\$11,442.47) to ZA5-1002 (\$10,458.87-\$12,712.82) place incumbent employees #63240 (Pos #10028) and #73989 (Pos #13924) at the New Step 5. In the event the difference between the top step base rate of pay for Forensic Manager and Deputy Sheriff-Forensic Supervisor (6DHB) is less than 5%, adjust steps to maintain 5%.

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: \_\_\_\_\_

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

Total annual cost \$46,800.00

Net County Cost \$23,400.00

Total this FY \$23,400.00

N.C.C. this FY 11,700.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% General Fund and 50% fee for service revenue.

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

1/14/2019

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/9/2019

REALLOCATE class of Forensic Manager (6CGA) (represented) from salary level ZA5-2057 (\$9,413.75-\$11,442.47) to ZA5-1002 (\$10,458.87-\$12,712.82) place incumbent employees #63240 (Pos #10028) and #73989 (Pos #13924) at the New Step 5. In the event the difference between the top step base rate of pay for Forensic Manager and Deputy Sheriff-Forensic Supervisor (6DHB) is less than 5% (and class is used/filled), adjust steps to maintain 5%.

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

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

Tina Pruett

1/14/2019

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/14/2019

- ☒ 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 1/22/19

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

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: