

C-21

# POSITION ADJUSTMENT REQUEST

NO. 22407  
DATE 1/15/2019

Department No. /  
Budget Unit No. 0030 Org No. 1700 Agency No. 17

Department Office of the County Counsel

Action Requested: ADOPT Position Adjustment Resolution No. to ADD one (1) full-time Clerk Experienced Level (JWXB) (represented) position at salary level 3R (\$3,082.83-\$36,824.99) in the Office of the County Counsel.

Proposed Effective Date: 1/16/2019

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 \$61,151.00

Net County Cost \$0.00

Total this FY \$20,963.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost to be recovered through client billings.

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

Sharon L. Anderson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

1/9/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/11/2019

Add one (1) full-time Clerk Experienced Level (JWXB) (represented) at salary plan and grade 3RH 0750 (\$3,082.83 - \$3824.99) in the Office of the County Counsel.

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

Effective: ☒ Day following Board Action.

☐ (Date)

Mary Jane De Jesus-Saepharn

1/11/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/15/2019

☒ 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 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: