

C.23

POSITION ADJUSTMENT REQUEST

NO. 22402
DATE 1/7/2019Department No. /
Budget Unit No. 0235 Org No. 1095 Agency No. 3Department County Administrator

Action Requested: Cancel one Sr. Business Systems Analyst (LTVJ) position #17072 and add one Information Systems Analyst IV (LPNB) position in the Law and Justice Systems Division of the County Administrator's Office.

Proposed Effective Date: 1/23/2019Classification 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 \$0.00Net County Cost \$0.00Total this FY \$0.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% County General Fund; LJIS budgetDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

/s/ Julie DiMaggio Enea

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

1/7/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/9/2019

ADOPT Position Adjustment Resolution No. 22402 to cancel one vacant Senior Business Systems Analyst (LTVJ) position #17072 at salary level \$7,205.43-\$9,655.97 and add one Information Systems Analyst IV (LPNB) position at salary level \$7,205.43-\$9,655.97 in the Law and Justice Systems division of the County Administrator's Office.

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

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

Marta Goc

1/9/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE _____

- ☐
- Approve Recommendation of Director of Human Resources
-
- ☐
- Disapprove Recommendation of Director of Human Resources
-
- ☐
- Other: _____

(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 Napu

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: