

C.36

POSITION ADJUSTMENT REQUEST

NO. 22399
DATE 12/12/2018Department Employment and Human Services Department No. /
Budget Unit No. 0501 Org No. 5101 Agency No. 19

Action Requested: Cancel one Administrative Services Specialist III (APTA) (represented) position no. 16289 at Salary Plan and Grade ZB5 1631 (\$6,174 - \$7,504), effective April 1, 2019, in the Employment and Human Services Department, Administrative Services Bureau.

Proposed Effective Date: 04/01/2019Classification 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 (\$144,993.00)Net County Cost (\$7,250.00)Total this FY (\$36,249.00)N.C.C. this FY (\$1,812.00)SOURCE OF FUNDING TO OFFSET ADJUSTMENT N/ADepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor

12/12/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/16/2019

Cancel one (1) Administrative Services Assistant III (APTA) (represented) position no. 16289 at Salary Plan and Grade ZB5 1631 (\$6,174 - \$7,504), effective April 1, 2019, in the Employment and Human Services Department, Administrative Services Bureau.

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

Effective: ☐ Day following Board Action.☒ 4/1/19 (Date)

Amanda Monson

1/16/19

(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 2/12/19BY Sam 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: