

C.45

POSITION ADJUSTMENT REQUEST

NO. 22422
DATE 1/25/2019

Department No. /
Budget Unit No. 0003 Org No. 1225 Agency No. 03

Department County Administrator - CCTV

Action Requested: ADD one (1) part-time Secretary-Journey Level (J3TF) (represented) position at Salary Plan and Grade 3R2 1018 (\$3,467 - \$4,779) and CANCEL one (1) part-time Administrative Analyst (APWA) (represented) position number 10501 at Salary plan and grade ZB5 1277 (\$4,349 - \$5,286)

Proposed Effective Date: 2/12/2019

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	<u>(\$12,018.00)</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>(\$5,007.00)</u>	N.C.C. this FY	<u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings

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

L. Strobel

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

1/25/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/28/2019

ADOPT Position Adjustment Resolution No. 22422 to add one (1) part-time (32/40) Secretary-Journey Level (J3TF) (represented) position at Salary Plan and Grade 3R2 1018 (\$3,467 - \$4,779) and cancel one (1) part-time (20/40) Administrative Analyst (APWA) (represented) position number 10501 at Salary plan and grade ZB5 1277 (\$4,349 - \$5,286) in the County Administrator's Office, Contra Costa Television Division.

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

Effective: Day following Board Action.
 _____(Date)

Marta Goc

1/28/2019

(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 Administrator

DATE 2/12/19

BY Jamie 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: