

POSITION ADJUSTMENT REQUEST

C.38

NO. 22417
DATE 11/19/2018

Department Employment and Human Services
Department No./ Budget Unit No. 0502 Org No. 5216 Agency No. 19
Action Requested: Add three (3) Social Casework Assistant (XDVB)(represented) positions at Salary and Grade 255 1434 (\$5,079-6,173) and cancel one (1) vacant Eligibility Worker II (XHVA)(represented) position #15424 at Salary and Grade 255 1100 (\$3,648-4,435), and two (2) vacant Eligibility Worker III (XHTB)(represented) positions #4974 and 4527 at Salary and Grade 255 1334 (\$4,600-5591) in the Employment and Human Services Dept.

Proposed Effective Date: 1/1/2019

Classification Questionnaire attached: Yes [ ] No [x] / Cost is within Department's budget: Yes [x] No [ ]

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$51,833.00 Net County Cost \$5,702.00
Total this FY \$25,916.00 N.C.C. this FY \$2,851.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 44% Federal, 45% State revenue, and 11% County General Fund

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

Bao Tran 608-5027

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor

1/15/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/1/2019

Add three (3) Social Casework Assistant (XDVB) (represented) positions at Salary Plan and Grade 255 1434 (\$5,079 - \$6,173) and cancel one (1) vacant Eligibility Worker II (XHVA) (represented) position number 15424 at Salary Plan and Grade 255 1100 (\$3,648 - \$4,435), and two (2) vacant Eligibility Worker III (XHTB) (represented) positions numbers 4974 and 4527 at Salary Plan and Grade 255 1334 (\$4,600 - \$5,591) in EHSD.

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

Effective: [x] Day following Board Action.
[ ] (Date)

Amanda Monson

2/1/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/19/2019

[x] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other:

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED [ ]

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

DATE 02-26-19

BY

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: