# POSITION ADJUSTMENT REQUEST

NO. <u>22429</u>
DATE <u>2/7/2019</u>

Department <u>Office of the Sheriff</u>

Department No./
Budget Unit No. <u>255</u>  Org No. <u>2505</u>  Agency No. <u>25</u>

Action Requested:  Position adjustment to reassign six (6) Deputy Sheriff positions #2969 and #3051 and incumbents, and positions #3325, #3452, #14917 and #17150, from Department 300 (Custody Services Bureau) to Department 255 (Field Operations Bureau).

Proposed Effective Date: <u>3/1/2019</u>

Classification Questionnaire attached: Yes ☐  No ☒  /  Cost is within Department's budget: Yes ☒  No ☐

Total One-Time Costs (non-salary) associated with request: <u>$0.00</u>

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

|  |  |  |  |
|---|---|---|---|
| Total annual cost | <u>$0.00</u> | Net County Cost | <u>$0.00</u> |
| Total this FY | <u>$0.00</u> | N.C.C. this FY | <u>$0.00</u> |

SOURCE OF FUNDING TO OFFSET ADJUSTMENT   <u>Office of the Sheriff's General Fund</u>

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

Mary Jane Robb
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(for) Department Head

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## REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes                                          2/12/2019
_____    _____
Deputy County Administrator                    Date

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HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS                DATE <u>2/15/2019</u>
Reassign Deputy Sheriff-40 Hour (6XWA) (represented) positions #2969 and #3051 and incumbents, and vacant positions #3325, #3452, #14917 and #17150, from Department 0300 (Custody Services Bureau) to Department 0255 (Field Operations Bureau).

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

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

Tanya Wiliams                                        2/15/2019
_____    _____
(for) Director of Human Resources                Date

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COUNTY ADMINISTRATOR RECOMMENDATION:                     DATE _____
☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

_____
(for) County Administrator

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BOARD OF SUPERVISORS ACTION:
Adjustment is APPROVED ☒   DISAPPROVED ☐

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

DATE *March 12 2019*

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

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POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION
Adjust class(es) / position(s) as follows:

P300 (M347)  Rev 3/15/01