

POSITION ADJUSTMENT REQUEST

NO. 22383
DATE 11/15/2018

Department No./
Budget Unit No. 0242 Org No. belw Agency No. 042

Department District Attorney

Action Requested: Establish/Add one (1) DA Asst Chief of Investigative Services position to Org 2820; Add one DA Office Manager (JJHG) position to Org 2805; delete DA Dir of Forensic & Tech Svcs (6KDC) pos #15883; delete Clerk-Experienced Level (JWXB) pos # 17498 in the District Attorney's Office.

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 (\$ 42,786) Net County Cost \$0.00
Total this FY (\$21,393.00) N.C.C. this FY 0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Savings of \$ 42,786 from two deleted positions

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

Diana Becton

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

11/19/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/1/2019

Establish the classification of District Attorney Assistant Chief of Inspectors-Exempt (6KD2) (unrepresented) and add one (1) District Attorney Assistant Chief of Inspectors-Exempt (6KD2) position, add one District Attorney Office Manager (JJHG) (unrepresented) position, cancel one District Attorney Director of Forensic and Technology Services (6KDC) position #15883, and cancel one Clerk Experienced Level (JWXB) position #17498

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

Effective: [X] Day following Board Action.

[] (Date)

Gladys Scott Reid

2/1/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/14/2019

- [X] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

Paul Reyes

(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 March 19, 2019

BY Jani 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: