

POSITION ADJUSTMENT REQUEST

NO. 22401
DATE 1/2/2019

Department County Library
Department No./ Budget Unit No. 0621 Org No. 3796 Agency No. 85
Action Requested: Increase one (1) 20/40 Librarian Position number 16681 to 40/40 Librarian. Increase one (1) 20/40 Library Assistant-Journey Level position number 6217 to 40/40 Library Assistant-Journey Level. Increase one (1) 20/40 Clerk-Experienced Level position number 11853 to 40/40 Clerk-Experienced Level. Cancel one (1) 20/40 Clerk-Experienced Level position number 17170.

Proposed Effective Date: 12/1/2018

Classification Questionnaire attached: Yes [X] No [] / 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 \$52,192.00 Net County Cost \$0.00
Total this FY \$17,397.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT City of Pinole/Library Fund

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

Melinda S. Cervantes

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

1/1/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/24/2019

Increase the hours of one (1) Librarian (3AWA position # 16681 from 20/40 hours to 40/40 hours; increase the hours of one (1) Library Assistant-Journey Level (3KVB) position # 6217 from 20/40 hours to 40/40; increase the hours of one (1) Clerk-Experienced Level (JWXB) position # 11853 from 20/40 hours to 40/40 hours; and cancel one (1) part-time 20/40 Clerk-Experienced Level (JWXB) vacant position # 17170 in the Library Department.

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

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

Tanya Williams

1/24/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/11/2019

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

/s/ Julie DiMaggio Enea

(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: