

POSITION ADJUSTMENT REQUEST

NO. 22437  
DATE 4/9/2019

Department County Administrator

Department No./  
Budget Unit No. 0003 Org No. 1220 Agency No. 03

Action Requested: ADOPT P300 No. 22437 to ADD one (1) Labor Relations Assistant (AD7C) (Unrepresented) position at salary plan and grade B85 1106 (R4,485.93-\$5,725.31) effective April 9, 2019 and CANCEL one (1) Labor Relations Assistant (AD7C) (Unrepresented) position no.6639 effective May 2, 2019.

Proposed Effective Date: 4/9/2019

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

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

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

Total annual cost \_\_\_\_\_ Net County Cost \_\_\_\_\_

Total this FY \_\_\_\_\_ N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund - Cost Savings

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

L. Driscoll

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll, County Finance Director

3-27-19

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/27/2019

Add one (1) Labor Relations Assistant (AD7C)(unrepresented) position at salary plan and grade B85 1106 (\$4,485.93-\$5,725.31) effective April 9, 2019, and cancel one Labor Relations Assistant (AD7C)(unrepresented) position (No. 6639) effective May 2, 2019

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

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

Gladys Scott Reid

3/27/2019

(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 4/9/19

BY Jani Napie

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: