

C.31

POSITION ADJUSTMENT REQUEST

NO. 22439
DATE 3/28/2019

Department No./
Budget Unit No. 0620 Org No. 3703 Agency No. 85

Department Library

Action Requested: Add one (1) full-time Driver-Clerk position and cancel position effective 9/25/18

Proposed Effective Date: 9/20/2018

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

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost \$201.65 Net County Cost \$0.00
Total this FY \$201.65 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Library Fund

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

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ David Twa 3/28/19

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 8/2019
Add one (1) full-time Driver-Clerk (9QWA) (represented) position in salary plan and grade TB5 1026 (\$3,391.73 - \$4,122.68) effective September 20, 2018 through September 24, 2018 and cancel position effective September 25, 2018 in the Library Department

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

Effective: Day following Board Action.
 9/20/2018 (Date)

Mary Jane De Jesus-Saepharn 3/28/2019

(for) Director of Human Resources Date

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

DATE 4/3/2019

/s/ Julie DiMaggio Enea

(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 Jami Napue

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: