

POSITION ADJUSTMENT REQUEST

NO. 22440
DATE 4/4/2019

Department County Administrator

Department No. /
Budget Unit No. 0003 Org No. 1216 Agency No. 03

Action Requested: ADOPT Position Adjustment Resolution No. 22440 to cancel one (1) Sr Management Analyst position (ADTD) (unrepresented) position (No. 12806) in the Office of Justice & Reentry in the County Administrator's Office.

Proposed Effective Date: 4/17/2019

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 \$0.00

Net County Cost \$0.00

Total this FY \$0.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT no fiscal impact

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

L. Strobel

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

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

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

(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 ☐

DATE April 16, 2019

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

BY Sam Napo

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: