POSITION ADJUSTMENT REQUEST

NO. <u>22456</u>
DATE <u>5/2/2019</u>

Department No./

Department <u>County Administrator</u> Budget Unit No. <u>0003</u> Org No. <u>1200</u> Agency No. <u>03</u>

Action Requested: Establish the class of Census Outreach Coordinator-Project, allocate it to the Salary Schedule, and add one position.

Proposed Effective Date: <mark>5/15/2019</mark>

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	$100,000.00	Net County Cost	$0.00
Total this FY	$15,000.00	N.C.C. this FY	$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT <u>100% State Census Grant funds</u>

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

/s/ Julie DiMaggio Enea
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea   5/2/2019
_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE <u>5/8/2019</u>
ADOPT Position Adjustment Resolution No. 22456 to establish the class of Census Outreach Coordinator-Project (ADV1) (unrepresented), allocate it to the Salary Schedule D85/1000 ($4956-$5465), and add one position in the County Administrator's Office.

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

Effective: ☒ Day following Board Action.
            ☐ _____(Date)   Marta Goc   5/8/2019
                                    _____   _____
                                    (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: David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒ DISAPPROVED ☐   and County Administrator

DATE May 14, 2019   BY Jani Naple

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:

P300 (M347) Rev 3/15/01