

C-29

## POSITION ADJUSTMENT REQUEST

NO. 22435  
DATE 3/19/2019

Department Office of the County Counsel Department No. /  
Budget Unit No. 0030 Org No. 1735 Agency No. 17

Action Requested: ADOPT Position Adjustment Resolution No. 22435 to RECLASSIFY one Clerk - Senior Level position (JWXC) and incumbent position No. 11095 (represented) at salary level 3RX 1033 (\$3,406.49- 4,350.23) to Civil Litigation Secretary (J3TH) (represented) at salary level 3R5 1253 (\$4,246.54-5,161.69) in the Office of the County Counsel.

Proposed Effective Date: 2/1/2019

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 \$5,151.00

Net County Cost \$0.00

Total this FY \$1,717.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Budgeted

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

Sharon L. Anderson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Laura Strobel

3/8/19

Deputy County Administrator

Date

### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/1/2019

Reclassify one (1) full-time Clerk Senior Level (JWXC) (represented) in salary plan and grade 3RX 1033 (\$3,406.49 - 4,350.23) and incumbent in position number 11095 to a Civil Litigation Secretary (J3TH) (represented) in salary plan and grade 3R5 1253 (\$4,246.54 - \$5,161.69) effective February 1, 2019 in the Office of the County Counsel.

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

Effective: ☐ Day following Board Action.

☒ 2/1/2019 (Date)

Mary Jane De Jesus-Saepharn

5/1/2019

(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

May 14, 2019

BY

Jami 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: