

C.43

POSITION ADJUSTMENT REQUEST

NO. 22444
DATE 4/1/2019

Department Employment and Human Services/Admin Department No./
Budget Unit No. 501 Org No. 5101 Agency No. 019
Action Requested: Reassign one (1) Secretary-Journey Level (J3TF) vacant (represented) position (#4439) from Department 0504 to Department 0501 and flex-up the position to Secretary-Advanced Level (J3TG) in the Employment and Human Services Department.

Proposed Effective Date: 7/1/2019

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	<u>\$89,194.00</u>	Net County Cost	<u>\$4,460.00</u>
Total this FY	<u>\$89,194.00</u>	N.C.C. this FY	<u>\$4,460.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT N/A

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

Kathy Gallagher/Director

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor

4/17/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/8/2019

Reassign one (1) Secretary-Journey Level (J3TF) vacant (represented) position (#4439) from Department 0504 to Department 0501, in the Employment and Human Services Department.

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

Effective: Day following Board Action.
 7/1/2019(Date)

Amanda Monson

5/8/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6/4/2019

Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other: _____

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED DISAPPROVED

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

DATE June 11, 2019

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: