

C.45

POSITION ADJUSTMENT REQUEST

NO. 22466  
DATE 5/14/2019

Department Public Works Department No./  
Budget Unit No. 0148 Org No. 4210 Agency No. 65

Action Requested: ADOPT Position Adjustment Resolution No. 22466 to add one (1) Account Clerk-Experienced Level (JDVC) (represented) position at salary plan and grade 3RH 0755 (\$3,387 - \$4,199) and cancel one (1) Office Manager (JJHC) (represented) position #1795 at salary plan and grade ZAX 1369 (\$4,751 - \$6,067) in the Public Works Department.

Proposed Effective Date: 4/1/2019

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 (\$55,000) Net County Cost \$0.00  
Total this FY (\$55,000) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT N/A - Cost savings

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

Brian M. Balbas  
\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel 5/14/2019  
\_\_\_\_\_  
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 5/24/2019  
Add one (1) Account Clerk-Experienced Level (JDVC) (represented) position and cancel one (1) Office Manager (JJHC) (represented) position #1795 in the Public Works Department.

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

Effective:  Day following Board Action.  
 \_\_\_\_\_ (Date)  
Tanya Williams 5/24/2019  
\_\_\_\_\_  
(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: \_\_\_\_\_  
L. Strobel  
\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors  
Adjustment is APPROVED  DISAPPROVED  and County Administrator  
DATE June 11, 2019 BY [Signature]

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: