

C.46

POSITION ADJUSTMENT REQUEST

NO. 22467
DATE 5/14/2019

Department No./
Budget Unit No. 0079 Org No. 4031 Agency No. 65

Department Public Works

Action Requested: ADOPT Position Adjustment Resolution No. 22467 to add one (1) Administrative Services Assistant II (APVA) (represented) position at salary plan and grade ZB5 1475 (\$5,291 - \$6,431) and cancel one (1) Community and Media Relations Specialist (APTC) (represented) position #17116 at salary plan and grade TB5 1511 (\$5,482 - \$6,664) 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	<u>(\$10,573.00)</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>(\$10,573.00)</u>	N.C.C. this FY	<u>\$0.00</u>

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) Administrative Services Assistant II (APVA) (represented) position and cancel one (1) Community and Media Relations Specialist (APTC) (represented) position #17116 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:

Adjustment is APPROVED DISAPPROVED

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

DATE June 11, 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: