

C.25

POSITION ADJUSTMENT REQUEST

NO. 22480  
DATE 6/12/2019

Department Employment and Human Services/Admin Department No./ Budget Unit No. 0501 Org No. 5101 Agency No. 019  
Action Requested: Reassign two (2) Clerk Experienced Level (JWXB) vacant (represented) positions from Department 0504 to Department 0501 in the Employment and Human Services Department.

Proposed Effective Date: 6/1/2019

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 \$123,879.00 Net County Cost \$6,194.00  
Total this FY \$123,879.00 N.C.C. this FY \$6,194.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 17% Federal, 78% State and 5% County

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

7/10/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/12/2019

Reassign two Clerk Experienced Level vacant (represented) positions from the Workforce Services Bureau to the Administrative Support Services Bureau, 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.  
 \_\_\_\_\_(Date)

Amanda Monson

7/12/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/17/2019

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 July 23, 2019

BY Jami Napie

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: