

C.12

POSITION ADJUSTMENT REQUEST

NO. 22436  
DATE 7/18/2019

Department Clerk-Recorder

Department No./  
Budget Unit No. Multi Org No. Multi Agency No. 24

Action Requested: REALLOCATE the unrepresented classification of Deputy County Clerk-Recorder-Exempt (ALB2) from salary plan and grade B85-2054 (9,765.02-13,086.05) to salary plan and grade B85-1008 (10,985.63-14,721.80). Incumbent employee #46433 will remain at step 7; CANCEL vacant Clerk-Recorder Services Specialist (represented) position #17620.

Proposed Effective Date: 7/18/2019

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 \$0.00 Net County Cost \$0.00  
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Reallocation cost is offset by deletion of 1 FTE

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

Lisa Driscoll

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

7/18/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/23/2019

See Attached.

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

Effective:  Day following Board Action.

8/1/2019 (Date)

Shelly Gough

7/23/2019

(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 July 30, 2019

BY Jani 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: