

C-14

POSITION ADJUSTMENT REQUEST

NO. 22488  
DATE 5/16/2019

Department Conservation & Development Department No./  
Budget Unit No. 0280 Org No. 2653 Agency No. 38

Action Requested: Add three (3) full-time Clerk – Senior Level (JWXC) (represented) positions at salary plan and grade 3RX 1033 (\$3,406.49 - \$4,350.23), and cancel two (2) Information Systems Assistant II (LTVH) (represented) positions at salary plan and grade 3R5 1005 (\$3,321.94 - \$4,037.84) in the Conservation & Development 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 \$110,000.00 Net County Cost \$0.00  
Total this FY \$110,000.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Land Development Fees

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

John Kopchik

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

6/28/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

ADD three (3) full-time Clerk – Senior Level (JWXC) (represented) positions at salary plan and grade 3RX 1033 (\$3,542-\$4,524), and cancel two (2) Information Systems Assistant II (LTVH) (represented) vacant position numbers 15911 and 17027 at salary plan and grade 3R5 1005 (\$3,454- \$4,199) in the Department of Conservation and Development (DCD).

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

Effective:  Day following Board Action.

\_\_\_\_\_(Date)

Eva Barrios

7/23/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/24/19

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: \_\_\_\_\_

/s/ Julie DiMaggio Enea

(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 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: