

C.21

POSITION ADJUSTMENT REQUEST

NO. 22498
DATE 7/22/2019

Department County Administrator's Office Department No./
Budget Unit No. 0003 Org No. 1200 Agency No. 03

Action Requested: Add one (1) Management Analyst (ADVB) to the County Administrator's Office
Proposed Effective Date: 7/31/2019

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 \$115,646.00 Net County Cost \$115,646.00
Total this FY \$106,000.00 N.C.C. this FY \$106,000.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Existing departmental appropriations.

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

Paul Reyes

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes 7/22/2019

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 7/23/2019
Add one (1) Management Analyst (ADVB) (unrepresented) position at salary plan and grade B85 1434 (\$5,827.01-\$9,039.60)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: Day following Board Action.
 _____ (Date)
Gladys Scott Reid 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: David J. Twa, Clerk of the Board of Supervisors and County Administrator
Adjustment is APPROVED DISAPPROVED
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: