

POSITION ADJUSTMENT REQUEST

C.44

NO. 22484
DATE 6/11/2019

Department County Library

Department No./
Budget Unit No. 0620 Org No. 3714 Agency No. 85

Action Requested: Cancel one (1) full-time (40/40) Information Systems Specialist III (LTTA) position number 12701 and add one (1) full-time (40/40) Network Administrator II (LNSB) position.

Proposed Effective Date: 8/1/2019

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>\$27,035.00</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>\$24,782.00</u>	N.C.C. this FY	<u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

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

Melinda S. Cervantes

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

6/25/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/16/2019

Cancel one (1) vacant Information Systems Specialist III (LTTA) (represented) position #12701 in salary plan and grade TB5 1541 (\$5,873.69 - \$7,139.50); and add one (1) Network Administrator II (LNSB) (represented) position in salary plan and grade ZA5 1787 (\$7,493.65 - \$9,108.58) in the Library Department.

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

Effective: ☒ Day following Board Action.

☐ _____ (Date)

Mary Jane De Jesus-Saepharn

7/16/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 7/5/2019

- ☒ 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 August 6, 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: