

C.32

## POSITION ADJUSTMENT REQUEST

NO. 22412  
DATE 1/2/2019

Department County Library

Department No./  
Budget Unit No. 0621 Org No. 3798 Agency No. 85

Action Requested: Reclassify one (1) full time 40/40 Community Library Manager (3AGG) position no. 12341 and its incumbent to one (1) full-time Senior Community Library Manager (3AGH) position.

Proposed Effective Date: 3/1/2019

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 \$8,301.00

Net County Cost \$0.00

Total this FY \$2,767.00

N.C.C. this FY \$0.00

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

BR for JE

1/14/2019

Deputy County Administrator

Date

### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/26/2019

Reclassify one (1) full-time Community Library Manager (3AGG) (represented) position #12341 at salary plan and grade ZAX 1624 (\$6,360.28 - \$8,122.34) and its incumbent to Senior Community Library Manager (3AGH) (represented) at salary plan and grade ZAX 1662 (\$6,604.15 - \$8,433.77) and place its incumbent at Step 7 of the salary range of the new classification in the Library Department effective 9/1/19

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

Effective: ☐ Day following Board Action.

☒ 9/1/2019 (Date)

Mary Jane De Jesus-Saepharn

8/26/2019

(for) Director of Human Resources

Date

### COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/5/2019

☒ 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 September 10, 2019

BY Sam Napu

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: