

C.38

POSITION ADJUSTMENT REQUEST

NO. 22509
DATE 8/27/2019Department MultipleDepartment No./
Budget Unit No. _____ Org No. _____ Agency No. _____

Action Requested: Reallocate Personnel Technician (AP7B) from salary plan and grade B85 1308 (\$4,665 - \$5,670) to salary plan and grade B85 1136 (\$5,143 - \$6,252); Departmental Analyst II (ARTA) from salary plan and grade B85 1631 (\$6,423 - \$7,807) to B85 1138 (\$6,672 - \$8,942); and Departmental Analyst I (ARVA) from salary plan and grade B85 1517 (\$5,737 - \$6,974) to B85 1517 (\$6,024 - \$7,323).

Proposed Effective Date: 10/1/2019Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost _____

Net County Cost _____

Total this FY _____

N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT To be absorbed by individual departments

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

Dianne Dinsmore

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll, County Finance Director

9/4/19

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/4/19

Reallocate Personnel Technician (AP7B) from salary plan and grade B85 1308 (\$4,665 - \$5,670) to salary plan and grade B85 1136 (\$5,143 - \$6,252); Departmental Analyst II (ARTA) from salary plan and grade B85 1631 (\$6,423 - \$7,807) to B85 1138 (\$6,672 - \$8,942); and Departmental Analyst I (ARVA) from salary plan and grade B85 1517 (\$5,737 - \$6,974) to B85 1517 (\$6,024 - \$7,323).

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

Effective: ☐ Day following Board Action.☒ 10/1/2019(Date)

Dianne Dismore

9/4/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/4/19

- ☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

Lisa Driscoll, County Finance Director

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE September 10, 2019BY Sam Nape

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: