

# POSITION ADJUSTMENT REQUEST

NO. 22479  
DATE 6/12/2019

Department Employment and Human Services Department No./  
Budget Unit No. 0502 Org No. 5216 Agency No. 19

Action Requested: Add one (1) Social Casework Assistant (XDVB) (represented) positions at Salary and Grade 255 1434 (\$5,079 – 6,173) and delete one (1) vacant Eligibility Worker III (XHTB) (represented) positions #12488 at Salary and Grade 255 1334 (\$4,600 - 5591) in the Employment and Human Services Dept.

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 \$10,390.00

Net County Cost \$1,142.00

Total this FY \$10,390.00

N.C.C. this FY \$1,142.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 44% Federal, 45% State revenue and 11% NCC

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

Bao Tran 608-5027

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor

7/9/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/1/2019

Add one Social Casework Assistant (represented) positions and cancel one (1) vacant Eligibility Worker III (represented) positions in the Employment and Human Services Department, Children and Families Services Bureau.

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_ (Date)

Amanda Monson

8/1/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 9/11/2019

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

Lisa Driscoll

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

DATE September 17, 2019

David J. Twa, Clerk of the Board of Supervisors  
and County Administrator

BY Sami 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: