

POSITION ADJUSTMENT REQUEST

NO. 22505
DATE 9/1/2019

Department County Library Department No. /
Budget Unit No. 0621 Org No. 3792 Agency No. 85
Action Requested: Cancel one (1) vacant permanent-intermittent Library Assistant-Advanced Level (3KTB) position # 6099;
add one (1) permanent part-time 20/40 Library Assistant-Journey Level position.

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 (\$9,596.00)

Net County Cost \$0.00

Total this FY (\$7,997.00)

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund and City of El Cerrito

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

8/22/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/23/2019

Add one (1) permanent part-time 20/40 hour Library Assistant-Journey Level (3KVB) and cancel one (1) vacant permanent-intermittent Library Assistant-Advanced Level (6099).

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

Effective: ☐ Day following Board Action.

☒ 7/1/2019 (Date)

Shelly Gough

8/23/2019

(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:

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: