

C.15

POSITION ADJUSTMENT REQUEST

NO. 22431
DATE 10/12/2018

Department County Library Department No. /
Budget Unit No. 0620 Org No. 3702 Agency No. 85
Action Requested: Reclassify one (1) full time 40/40 Administrative Services Officer (APDB) position no. 5997 and its incumbent to one (1) full-time Departmental Personnel Officer - Exempt (APG1) position.

Proposed Effective Date: 12/1/2018

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 \$8,463.00

Net County Cost \$0.00

Total this FY \$4,937.00

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

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/28/2019

Reclassify one (1) full-time Administrative Services Officer (APDB) position 5997 and its incumbent to Departmental Personnel Officer - Exempt (APG1) and place its incumbent at Step 5.

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)

Shelly Gough

8/28/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 9/18/2019

- ☒ 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 24, 2019

BY Julie DiMaggio Enea

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: