# POSITION ADJUSTMENT REQUEST

NO. 22503
DATE 6/1/2019

Department County Library

Department No./
Budget Unit No. 0620 Org No. 3702 Agency No. 85

Action Requested: Add one (1) full-time Executive Secretary-Exempt (J3T5) (unrepresented) position at salary plan and grade B85 1445; transition employee # 80788 from position #16808 to this new position; and cancel one (1) full-time Administrative Aide (AP7A) (unrepresented) poisition #16808 in the Library.

Proposed Effective Date: 6/1/2019

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 $25,871.00    Net County Cost $0.00
Total this FY    $2,156.00    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 9/6/2019
Add one (1) full-time Executive Secretary-Exempt (J3T5) (unrepresented) position and cancel one (1) Administrative Aide-Deep Class (AP7A) (unrepresented) position #16808; incumbent in position number 80788 will be appointed to Executive Secretary-Exempt (J3T5)

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

Effective:    ☒ Day following Board Action.
             ☐ _____(Date)

| Shelly Gough | 9/6/2019 |
|---|---|
| (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      Julie DiMaggio Enea
☐ Other: _____
                                                         _____
                                                         (for) County Administrator
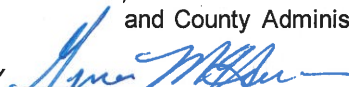
BOARD OF SUPERVISORS ACTION:
Adjustment is APPROVED ☒  DISAPPROVED ☐

DATE September 24, 2019

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

BY _____

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:

P300 (M347) Rev 3/15/01