

C-17

POSITION ADJUSTMENT REQUEST

NO. 22504
DATE 8/1/2019

Department County Library

Department No./
Budget Unit No. 0621 Org No. 3762 Agency No. 85

Action Requested: Increase one (1) 20/40 Library Assistant-Advanced Level (3KTB) position number 6082 to 32/40 Library Assistant-Advanced Level (3KTB). Add one (1) 20/40 Library Assistant-Journey Level (3KVB) 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 \$68,772.00

Net County Cost \$0.00

Total this FY \$63,041.00

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

BR for JE

8/22/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/23/2019

Increase the hours of one (1) vacant (6082) Library Assistant-Advanced Level (3KTB) from 20/40 hours to 32/40 hours and add one (1) part-time 20/40 Library Assistant-Journey Level (3KVB).

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

8/23/2019

(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: _____

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 June McQueen

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: