

POSITION ADJUSTMENT REQUEST

NO. 22523
DATE 9/1/2019

Department No./
Department County Library Budget Unit No. 0620 Org No. 3732 Agency No. 85

Action Requested: Add one (1) 40/40 Deputy County Librarian (3AFE) position; Transfer employee # 66575 into this new position and consider the probationary period passed; Cancel Deputy County Librarian - Support Services (3AFG) position #6241; and Abolish the Deputy County Librarian - Support Services (3AFG) position.

Proposed Effective Date: 10/8/2019

Classification Questionnaire attached: Yes [X] No [] / Cost is within Department's budget: Yes [X] No []

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0.00 Net County Cost \$0.00
Total this FY \$0.00 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

9/20/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/27/2019

Reclassify one (1) Deputy County Librarian-Support Services (3AFG) position (#6241) and its incumbent to Deputy County Librarian (3AFE), place incumbent at step 2, and abolish the classification of Deputy County Librarian-Support Services.

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

Effective: [X] Day following Board Action.
[] (Date)

Tanya Williams

9/27/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/3/2019

- [X] 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 [X] xxx

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

DATE October 8 2019

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: