

POSITION ADJUSTMENT REQUEST

NO. 22506
DATE 9/18/2019

Department Clerk-Recorder Department No./ Budget Unit No. 355 Org. No. 355 Agency No. 24 COPERS

Action Requested **ADD one Administrative Services Asst II (APVA) salary plan and grade ZB5-1475 (\$5502.12-\$6,687.86), CANCEL one (1) vacant Clerk-Specialist (JWXD) (represented) at salary plan and grade 3RX-1156 (\$4001.58-\$5110.18); position #17621.**

Proposed Effective Date: Oct. 8, 2019

Classification Questionnaire attached: Yes No
Cost is within Department's budget: Yes No

Total One-Time Costs (non-salary) associated with request:	\$	0
Estimated total cost adjustment (Salary/benefits/one time):	\$	0
Total annual cost	\$	<u>18,932.16</u>
Total this FY	\$	<u>12,621.44</u>
Net County Cost	\$	<u>18,932.16</u>
N.C.C. this FY	\$	<u>12,621.44</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Offset by reduction of 1 FTE, the balance covered by cost savings

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

J.C. 9/18/19
(for) Department Head Date

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE 9/18/19
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION DATE: 9/18/2019

ADD one Administrative Services Assistant II (APVA) position and CANCEL one Clerk-Specialist Level (JWXD) vacant position (17621) in the Clerk-Recorder's Department.

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

Effective: Day following Board Action.
 _____ (Date)

Tanya Williams
(for) Director of Human Resources

COUNTY ADMINISTRATOR RECOMMENDATION DATE: 10/2/19

Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other: _____

Julile DiMaggio Enea
(for) County Administrator

BOARD OF SUPERVISORS ACTION:
Adjustment APPROVED ~~DISAPPROVED~~

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

Date: October 8 2019

By: [Signature]

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: