

POSITION ADJUSTMENT REQUEST

NO. 22519
DATE 9/1/2019

Department County Library Department No./ Budget Unit No. 0620 Org No. 3723 Agency No. 85
Action Requested: Transition one (1) Clerk-Beginning Level Project (JWX9) position # 17292 into the merit system as Clerk-Beginning Level (non-typing) (JWXE)

Proposed Effective Date: 10/1/2019

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 \$17,655.00 Net County Cost \$0.00
Total this FY \$13,241.00 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

9/18/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/8/2019

Transition one Clerk-Beginning Level – Project (JWX9) (represented) position #17292 at salary level 3R5 0693 (\$2,536.66 - \$3,085.54) and its incumbent into the merit system as Clerk-Beginning Level (Non-Typing) (JWXE) (represented) position at salary level 3R5 0693 (\$2,536.66 - \$3,085.54) in the Library Department.

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

Effective: Day following Board Action.

10/1/2019(Date)

Mary Jane De Jesus-Saepharn

10/8/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/16/2019

- 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 October 22 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: