POSITION ADJUSTMENT REQUEST

NO. <u>22521</u>
DATE <u>9/30/2019</u>

Department <u>Clerk-Recorder</u>

Department No./
Budget Unit No. <u>2353</u> Org No. <u>0043</u> Agency No. <u>24</u>

Action Requested: Create the classification of Elections Temporary Assignment (represented) (EBWA) Salary Plan 3RD Grade 1000 ($22.59/hour).

Proposed Effective Date: <u>10/1/2019</u>

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

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost <u>$53,961.00</u>	Net County Cost <u>$53,961.00</u>
Total this FY <u>$53,961.00</u>	N.C.C. this FY <u>$53,961.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT <u>Covered by Cost Savings</u>

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

J.C
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE	9/30/2019
Deputy County Administrator	Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE <u>10/10/2019</u>

Establish the classification of Elections Temporary Assignment (EBWA) at Salary Plan and Grade 3RD 1000 ($22.59/hour).

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

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

Shelly Gough	10/10/2019
(for) Director of Human Resources	Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE   <u>10/17/2019</u>

☒ 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 ☒xxx

DATE October 22 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