

POSITION ADJUSTMENT REQUEST

NO. 22536
DATE 9/19/2019Department County Library

Department No./

Budget Unit No. 0621 Org No. 3765 Agency No. 85

Action Requested: Increase one (1) 20/40 Library Assistant-Journey Level (3KVB) position number 6044 to 32/40 Library Assistant-Journey Level (3KVB).

Proposed Effective Date: 11/1/2019Classification 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 \$17,685.00Net County Cost \$0.00Total this FY \$11,790.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library FundDepartment 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

Sarah Shkidt

10/2/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/7/2019

Increase the hours of one (1) vacant Library Assistant-Journey Level (3KVB) (represented) position #6044 from 20/40 hours to 32/40 hours.

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

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

Tanya Williams

10/7/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/17/19☒ 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 AdministratorDATE Nov 5 2019BY 

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: