

POSITION ADJUSTMENT REQUEST

C.19

NO. 22542
DATE 9/20/2019

Department Employment and Human Services
Department No./ Budget Unit No. 0588 Org No. 1874 Agency No. A19

Action Requested: Add one (1) Administrative Services Assistant III (APTA) (represented) and one (1) Intermediate Clerk-Project (99J3) (represented) to the Community Services Bureau of Employment & Human Services Department.

Proposed Effective Date: 10/9/2019

Classification Questionnaire attached: Yes [] No [X] / 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 \$204,115.00 Net County Cost \$0.00
Total this FY \$136,077.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT AS/III 100% STATE; Intern.Clerk-Project 56% FED 44% S

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

Michelle Fregoso 925-608-5025

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor

10/9/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/28/2019

Add one (1) Administrative Services Assistant III (APTA) (represented) at salary plan and grade ZB5 1631 (\$6,421.13-7,804.93) and one (1) Intermediate Clerk-Project (99J3) (represented) at salary plan and grade QH5 0946 (\$3,357.87-4,081.51) to the Community Services Bureau of Employment and Human Services Department.

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

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

Amanda Monson

10/28/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

- [] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED []

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

DATE Nov 12 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: