

POSITION ADJUSTMENT REQUEST

C.21

NO. 22528
DATE 9/25/2019

Department Department of Information Technology
Department No./ Budget Unit No. 0147 Org No. 1050 Agency No. 03

Action Requested: Cancel one (1) vacant permanent full-time Accountant I (SAWA) position #13033 at salary plan and grade level ZB5-1332 (\$4,775-\$5,805) from Department #0147 Org # 1050. (Represented) Add one (1) permanent full-time Account Clerk Supervisor (JDHD) position at salary plan and grade level K6X-1340 (\$4,801-\$6,131) to Department # 0147 Org # 1050. (Represented)

Proposed Effective Date: \_\_\_\_\_

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 \$496.00 Net County Cost \$0.00
Total this FY \$413.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% User Fees

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

Marc Shorr

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

9/25/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/16/2019

Cancel one (1) vacant permanent full-time Accountant I (SAWA) position #13033. Add one (1) permanent full-time Account Clerk Supervisor (JDHD) position.

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

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

Elizabeth Loud

10/16/2019

(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 [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: