

POSITION ADJUSTMENT REQUEST

C.22

NO. 22549
DATE 10/22/2019

Department County Administrator
Department No./ Budget Unit No. 0003 Org No. 1200 Agency No. A03

Action Requested: Effective December 1, 2019, reallocate the classification of County Finance Director-Exempt (ADB6) from 7 Steps, Salary Plan and Grade BD5 2566 (\$17,855-\$23,929) to 8 Steps, Salary Plan and Grade BD5 2566 (\$17,855-\$25,125) by adding one 5% merit step to the top of the range.

Proposed Effective Date: 11/1/2020

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 \$19,000.00 Net County Cost \$19,000.00
Total this FY \$11,000.00 N.C.C. this FY \$11,000.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% County

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

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Daivd J. Twa, County Administrator 10/2/2009
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 10/25/2019
Reallocate the salary of the County Finance Director-Exempt (ADB6) (unrepresented) classification from seven (7) Steps, Salary Plan and Grade BD5 2566 (\$17,855-\$23,929) to eight (8) Steps, Salary Plan and Grade BD5 2566 (\$17,855-\$25,125) by adding one 5% merit step to the top of the range.

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

Effective: [] Day following Board Action.
[X] 12/1/19(Date)

Gladys Scott Reid 10/25/2019
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 11/5/2019
[X] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:
David Twa
(for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors and County Administrator
Adjustment is APPROVED [X] -DISAPPROVED []

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: