

POSITION ADJUSTMENT REQUEST

C.38

NO. 22524
DATE 8/23/2019Department Employment and Human Services Department No. /
Budget Unit No. 0504 Org No. 5450 Agency No. 19

Action Requested: Add one (1) Social Work Supervisor I (XOHB) (represented) full time position at Salary Plan and Grade 215 1582 (\$6,115.89 - \$7,433.91) and cancel one (1) Social Services Program Assistant (XOSA) (represented) full time position at Salary Plan and Grade 255 1384 (\$5,027.10 - \$6,110.48) position #5221 in the Workforce Services Bureau of the Employment and Human Services AR #50336

Proposed Effective Date: 9/10/2019Classification 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 \$17,628.00Net County Cost \$0.00Total this FY \$10,283.25N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% FederalDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Lisa Harris 925-608-5030

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor

10/31/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/8/2019

Add one (1) Social Work Supervisor I (XOHB) (represented) full time position at Salary Plan and Grade 215 1582 (\$6115.89 - \$7433.91) and cancel one (1) Social Services Program Assistant (XOSA) (represented) full time position at Salary Plan and Grade 255 1384 (\$5027.10 - \$6110.48) position #5221 in the Workforce Services Bureau of the Employment and Human Services Department

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

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

Amanda Monson

11/8/2019

(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 ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE 12-10-19BY 

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: