POSITION ADJUSTMENT REQUEST

NO. <u>22548</u>
DATE <u>10/21/2019</u>

Department No./

Department <u>Trearurer-Tax Collector</u>

Budget Unit No. <u>0015</u> Org No. <u>0015</u> Agency No. <u>A15</u>

Action Requested: Establish the classification of Business Tax Specialist (S5TA) (represented) at Salary Plan and Grade 3R5-1323 ($4,733 - $5,753) and add one position in the Treasurer-Tax Collector Department.

Proposed Effective Date: <u>1/1/2020</u>

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒   No ☐

Total One-Time Costs (non-salary) associated with request: <u>$0.00</u>

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost <u>$93,890.00</u>   Net County Cost <u>$93,890.00</u>

Total this FY   <u>$46,945.00</u>   N.C.C. this FY   <u>$46,945.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT   <u>100% General Fund</u>

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

Russell V. Watts, Treasurer-TaxColl

_____

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll, County Finance Director	10/21/2009
Deputy County Administrator	Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE <u>11/25/2019</u>

Establish the Business Tax Specialist classification and add one position in the Treasurer-Tax Collector Department

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

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

Alycia Leach	11/25/2019
(for) Director of Human Resources	Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE   11/27/2019

☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

L.Strobel

_____

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒   ~~DISAPPROVED~~ ☒

DATE 12-10-2019

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

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:

P300 (M347) Rev 3/15/01