

POSITION ADJUSTMENT REQUESTNO. 22552
DATE 11/19/2019Department Office of the County CounselDepartment No./
Budget Unit No. 0030 Org No. 1700 Agency No. 17

Action Requested: ADD one (1) full-time Legal Assistant (2Y7B) (represented) position at salary level ZB5 1337 (\$4,799.41) and CANCEL one (1) full-time Clerk Senior Level (JWXC) (represented) vacant position No. 5782 at salary level 3RX 1033 (\$3,905.84) in the Office of the County Counsel.

Proposed Effective Date: 11/20/2019Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$24,914.00Net County Cost \$0.00Total this FY \$14,533N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Charges for Legal ServicesDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Sharon L. Anderson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

11/4/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/4/2019

Add one Legal Assistant (2Y7B) (represented) position at salary plan and grade ZB5 1337 (4,799 - \$5,833) and cancel one Clerk Senior Level (JWXC) (represented) position #5782

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

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

Gladys Scott Red

11/4/2019

(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 12-10-2019BY 

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: