

# POSITION ADJUSTMENT REQUEST

C.26

NO. 22502  
DATE 8/9/2019Department Employment and Human Services

Department No./

Budget Unit No. \_\_\_\_\_ Org No. 5109 Agency No. A19

Action Requested: cancel one (1) Clerk Experienced Level (JWXB) (represented), and add (1) Clerical Supervisor (JWHF) (represented).

Proposed Effective Date: 9/1/2019Classification 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 \$113,293Net County Cost \$0.00Total this FY \$94,410.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 44% Federal revenue, 51% State revenue, and 5% County costDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Bao Tran 608-5027

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor

8/12/19

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/18/2019

Add one Clerical Supervisor (JWHF) (represented) position and cancel one Clerk Experienced Level (JWXB) (represented) position number 4182

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

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

Gladys Scott Reid

11/18/2019

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other: \_\_\_\_\_

DATE \_\_\_\_\_

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED ☐~~David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE 12-17-19BY 

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: