

POSITION ADJUSTMENT REQUEST

C.27

NO. 22508
DATE 8/23/2019Department LibraryDepartment No./
Budget Unit No. 0621 Org No. 3702 Agency No. 85

Action Requested: Reallocate Deputy County Librarian (3AFE) on the salary schedule from salary plan and grade B85 1983 (\$9102.11 - \$11,063.68) with five merit steps to salary plan and grade XXX XXXX (\$10,352.46 - \$13,212.66) with six merit steps.

Proposed Effective Date: 12/18/2019Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: 0.0

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

Total annual cost \$62,073.00

Net County Cost _____

Total this FY \$33,000.00

N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Library Fund

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

Melinda S. Cervantes

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

8/30/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/27/2019

Reallocate the salary of the Deputy County Librarian (3AFE) (unrepresented) classification on the Salary Schedule from Salary Plan and Grade B85 1983 (\$9,102.11 - \$11,063.68) to Salary Plan and Grade B85 1983 (\$10,870.08 - \$13,212.66)

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

11/27/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/10/2019☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: _____

Julie DiMaggio Enea

(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: