

POSITION ADJUSTMENT REQUEST

C.30

NO. 22557
DATE 11/8/2019Department Employment and Human Services

Department No./

Budget Unit No. 0504 Org No. 5450 Agency No. 19

Action Requested: Add one (1) Secretary-Journey Level (J3TF)(represented) position at salary plan and grade 3R2 1018 (\$3,605.43 - \$4,970.13) and cancel one (1) Clerk Senior Level (JWXC)(represented) position number 5002 at salary plan and grade 3RX 1033 (\$3,542.74 - \$4,524.23) and in the Workforce Services Department, as recommended by the Employment and Human Services Director.

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: \$0.00

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

Total annual cost \$1,860.00Net County Cost \$0.00Total this FY \$588.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State CalWORKS

Department 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

11/14/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/4/2019

Add one (1) Secretary-Journey Level (J3TF)(represented) position and cancel one (1) Clerk Senior Level (JWXC)(represented) position number 5002

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

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

Amanda Monson

12/4/2019

(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 12-17-19BY David J. Twa

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: