

POSITION ADJUSTMENT REQUEST

C.29

NO. 22574
DATE 1/3/2020

Department District Attorney
Department No./ Budget Unit No. 0242 Org No. 2839 Agency No. 42
Action Requested: ADOPT Position Adjustment Resolution No. 22574 to adjust the positions within the District Attorneys Office to add one (1) full-time Legal Assistant (2Y7B) position.

Proposed Effective Date: 01/22/2020

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost \$93,233.00 Net County Cost \$0.00
Total this FY \$40,000.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT AB109

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

Jason Chan

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes 1/15/2020

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE
ADOPT Position Adjustment Resolution No. 22574 to add one (1) full-time Legal Assistant (2Y7B) position in the District Attorney's Office.

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

Effective: [x] Day following Board Action.
[] (Date)

Tina Pruett 1/15/2020

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 1/15/2020

[x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

Paul Reyes

(for) County Administrator

BOARD OF SUPERVISORS ACTION:
Adjustment is APPROVED [x] DISAPPROVED []

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

DATE January 21 2020

BY [Signature]

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: