

POSITION ADJUSTMENT REQUEST

NO. 22573
DATE 12/4/2019

Department District Attorney
Department No./ Budget Unit No. 0242 Org No. 2805 Agency No. 42

Action Requested: ADOPT Position Adjustment Resolution No. 22573 to adjust a position within the District Attorney's Office to increase the hours of one (1) Deputy District Attorney - Basic (2KTF) (represented) positions (#3725) from part-time (20/40) to part-time (24/40).

Proposed Effective Date: 12/18/2019

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 \$17,000.00 Net County Cost \$17,000.00
Total this FY \$9,300.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund

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

1/8/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/9/2020

Increase the hours of one (1) Deputy District Attorney - Basic (2KTF) (represented) position No. 3725 from part-time (20/40) to part-time (24/40) in the Office of the District Attorney.

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

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

Gladys Scott Reid

1/9/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/13/2020

[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 [X]

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

DATE January 21 2020

BY

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: