

POSITION ADJUSTMENT REQUEST

NO. 22535
DATE 9/6/2019

Department Conservation & Development
Department No./ Budget Unit No. 0280 Org No. 2653 Agency No. 38

Action Requested: Reclassify one (1) Information Systems Assistant II (LTVH) (represented) position number 17028 and its incumbent to Clerk Specialist Lead Level (JWXD) (represented).

Proposed Effective Date: 11/1/2019

Classification Questionnaire attached: Yes [] No [X] / 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 \$24,155.00 Net County Cost \$0.00
Total this FY \$16,104.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Land Development Fees

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

John Kopchik

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Shkidt

10/4/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/13/2020

Reclassify one (1) Information Systems Assistant II (LTVH) (represented) position number 17028 and its incumbent to Clerk Senior Level (JWXC) (represented).

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

Effective: [] Day following Board Action.

[X] 2/1/2020(Date)

Alycia Leach

1/13/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/29/2020

- [X] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] xDISAPPROVED []

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

DATE February 4 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: