

POSITION ADJUSTMENT REQUEST

NO. 22575  
DATE 01/06/2020

Department BOS Department No./ Budget Unit No. 0001 Org No. 1101 Agency No. 01

Action Requested: Increase the hours of one (1) Board of Supervisors Special Assistant - Specialist Level (J994) (unrepresented) position No. 2471 from part-time (20/40) to part-time (24/40) and reduce the hours of one (1) Board of Supervisors Special Assistant - Specialist Level (J994) (unrepresented) position No. 2480 from part-time (20/40) to part-time (16/40) in the Board of Supervisors, District 1 Office.

Proposed Effective Date: 1/6/2020

Classification 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 \$0.00 Net County Cost \$0.00  
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund

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

Sonia Bustamante

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

1/24/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/10/2020

Increase the hours of one (1) Board of Supervisors Special Assistant - Specialist Level (J994) (unrepresented) position No. 2471 from part-time (20/40) to part-time (24/40) and reduce the hours of one (1) Board of Supervisors Special Assistant - Specialist Level (J994) (unrepresented) position No. 2480 from part-time (20/40) to part-time (16/40) in the Board of Supervisors, District 1 Office.

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

Effective:  Day following Board Action.

1/6/2020(Date)

Tina Pruett

1/10/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/24/2020

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: \_\_\_\_\_

Timothy M. Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  ~~DISAPPROVED~~

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

DATE Feb 4 2020

BY Jane Miller

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: