# POSITION ADJUSTMENT REQUEST

NO. <u>22576</u>
DATE <u>1/10/2020</u>

Department No./
Department <u>BOS</u>                Budget Unit No. <u>0001</u> Org No. <u>1103</u> Agency No. <u>01</u>

Action Requested: Reclassify one Board of Supervisors Assistant-General Secretary (J993) (unrepresented) position (#2489) and its incumbent to Board of Supervisors Assistant-Specialist (J994) in the Board of Supervisors, District III

Proposed Effective Date: <u>2/5/2020</u>

Classification Questionnaire attached: Yes ☐  No ☒  / Cost is within Department's budget: Yes ☒  No ☐

Total One-Time Costs (non-salary) associated with request: <u>$0.00</u>

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

Total annual cost <u>$8,300.24</u>          Net County Cost <u>$8,300.24</u>
Total this FY     <u>$3,458.43</u>          N.C.C. this FY   <u>$3,458.43</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT   <u>100% General Fund</u>

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

Mark Goodwin

_____
(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 _____

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective:   ☐ Day following Board Action.
             ☒ 2/5/2020(Date)

_____          _____
(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          Timothy M. Ewell
☐ Other: _____          _____
                                                        (for) County Administrator

BOARD OF SUPERVISORS ACTION:                    David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒  DISAPPROVED ☐                and County Administrator

DATE  Feb 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:

P300 (M347) Rev 3/15/01