

POSITION ADJUSTMENT REQUEST

C.38

NO. 25582
DATE 10/8/2019

Department Conservation & Development
Department No./ Budget Unit No. 0280 Org No. 2606 Agency No. 38
Action Requested: ADOPT Position Resolution No. 39787 to add one (1) Secretary - Advanced Level (J3TG) (represented) position at Salary Plan and Grade 3R2 1018 (\$4,162.07- \$5,327.80) in the Department of Conservation and Development.

Proposed Effective Date: 3/1/2020

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

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$110,039.00 Net County Cost \$0.00

Total this FY \$37,000.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT NA

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

SS for Julie Enea

2/11/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/27/2020

Add one (1) Secretary - Advanced Level (J3TG) (represented) position at Salary Plan and Grade 3R2 1163 (\$4,162.07-\$5,327.80).

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

2/27/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/3/2020

- [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] DISAPPROVED [x]

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

DATE March 10 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: