

C.39

POSITION ADJUSTMENT REQUEST

NO. 25585
DATE 2/10/2020

Department Public Works Department No./ Budget Unit No. 0841 Org No. 4841 Agency No. 65
Action Requested: ADOPT Position Adjustment Resolution No. 25585 to add one (1) Administrative Analyst (APWA) (represented) position at salary plan and grade ZB5 - 1277 (\$4,523 - \$5,497) and cancel one (1) Clerk-Senior Level (JWXC) (represented) position number 15901 at salary plan and grade 3RX-1033 (\$3,543 - \$4,524) in the Public Works Department - Airports Division.

Proposed Effective Date: _____

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

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost _____ Net County Cost 0
Total this FY _____ N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Airport Enterprise funds.

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

Brian M. Balbas

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

2/19/20

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/3/2020

Add one (1) Administrative Analyst (APWA) (represented) position at Salary Plan and Grade ZB5 1277 (\$4,523 - \$5,497) and cancel one (1) Clerk-Senior Level (JWXC) (represented) position number 15901 at Salary Plan and Grade 3RX 1033 (\$3,543 - \$4,524)

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

Effective: Day following Board Action.

_____ (Date)

Gladys Scott Reid

3/3/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE _____

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED DISAPPROVED

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

DATE 3/3/2020

BY Janis Napie

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: