

POSITION ADJUSTMENT REQUEST

NO. 25584  
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. 25584 to add one (1) Airport Business and Development Manager (9BDA) (represented) position at salary plan and grade ZB5 1874 (\$8,168 - \$9,928) 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 160000 Net County Cost 0  
Total this FY 40000 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 3/4/2020

Add one (1) Airport Business and Development Manager (9BDA) (represented) position at salary plan and grade ZB5 1874 (\$8,168 - \$9,928)

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

3/4/2020

\_\_\_\_\_  
(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 3/31/2020

BY Jami Napu

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: