

POSITION ADJUSTMENT REQUEST

NO. 25598
DATE 4/1/2020

Department Board of Supervisors, District I Office
Department No. / Budget Unit No. 0001 Org No. 1101 Agency No. 01

Action Requested: Increase the hours of one Board of Supervisors Special Assistant - Specialist Level (J994) position and incumbrent (#2471/40531 respectively) from part-time (20/40) to full-time (40/40) and cancel one part-time (20/40) Board of Supervisors Special Assistant - Specialist Level position (Position #2480) in the Board of Supervisor's District I Office.

Proposed Effective Date: 3/9/2020

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

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings under \$10,000 per year (general fund)

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

Lisa Driscoll, County Finance Director

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

David Twa 4/1/2020

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/1/2020

Increase the hours of one Board of Supervisors Special Assistant - Specialist Level (J994) position and incumbrent (#2471/40531 respectively) from part-time (20/40) to full-time (40/40) and cancel one part-time (20/40) Board of Supervisors Special Assistant - Specialist Level position (Position #2480) in the Board of Supervisor's District I Office.

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

Effective: [] Day following Board Action.

[x] 3/9/2020 (Date)

Tina Prueett, Human Resources Manager

4/1/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 4/2/2020

- [x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

Lisa Driscoll, County Finance Director

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED []

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

DATE April 14 2020

BY [Signature]

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: