

POSITION ADJUSTMENT REQUEST

C.22

NO. 25601
DATE 4/20/20

Department County Administration - CCTV

Department No./
Budget Unit No. 0003 Org No. 1225 Agency No. 03

Action Requested: Increase the hours of one (1) Video Production Assistant (ADWA) (represented) at salary plan and grade TB5 0964 from 20/40 hours to 30/40 hours in the Office of Communications and Media.

Proposed Effective Date: 4/20/20

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

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

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

Total annual cost \$14,790.00 Net County Cost \$0.00

Total this FY \$2,465 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund

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

Susan Shiu

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Shkidt FOR Julie Enea

4/20/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/23/2020

Increase the hours of one (1) Video Production Assistant (ADWA) (represented) position at salary plan and grade TB5 0964 (\$3,317 - \$4,032) from part time (20/40) hours to part time (30/40) hours in the Office of Communications and Media

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

4/23/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 5/3/2020

☒ 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 ☒ DISAPPROVED ☐

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

DATE May 12 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: