

POSITION ADJUSTMENT REQUEST

NO. 25597
DATE 3/24/2020

Department Employment and Human Services
Department No./ Budget Unit No. 0503 Org No. 5315 Agency No. 19

Action Requested: ADOPT Position Adjustment Resolution No. 25597 to add one (1) Social Worker position (represented) (X0VC) at Salary Plan and Grade 255 1434 (\$5,463.96-\$6,641.47) and cancel one (1) Social Service Employment Placement Counselor full-time (40/40) position number 15840 (represented) (X7WB) at Salary Plan and Grade 255 1432 (\$5,271.80-\$6,407.90), in the Employment and Human Services Department.

Proposed Effective Date: 4/1/2020

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 \$4,764.00 Net County Cost \$0.00
Total this FY \$1,192.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State

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

Bao Tran 608-5027

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor

3/31/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/1/2020

Add one (1) Social Worker position (represented) (X0VC) at Salary Plan and Grade 255 1434 (\$5,463.96-\$6,641.47) and cancel one (1) Social Service Employment Placement Counselor full-time (40/40) position number 15840 (represented) (X7WB) at Salary Plan and Grade 255 1432 (\$5,271.80-\$6,407.90), in the Employment and Human Services Department.

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

Effective: [X] Day following Board Action.
[ ] (Date)

Amanda Monson

6/1/2020

(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:

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

Adjustment is APPROVED [X] DISAPPROVED [ ]

DATE June 16 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: