

POSITION ADJUSTMENT REQUEST

NO. 25612
DATE 6/12/2020

Department CAO/Probation
Department No./
Budget Unit No. 0308 Org No. 3000 Agency No. 30

Action Requested: ADOPT Position Adjustment Resolution No. 25612 establish and add one Director, ORJ, transfer position #17453 & #17026 and incumbents to Probation 0308, create and add one ORJ Senior Program Analyst to Probation, appoint EE #87827 to new Sr Program Analyst, and delete one Senior Management Analyst Position (Pos #17599).

Proposed Effective Date: 7/1/2020

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

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

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 \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT AB 109

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

Paul Reyes

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

6/12/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/7/2020

Establish and add one Director of the Office of Reentry and Justice; transfer one Deputy Director of Office of Reentry and Justice-Project and the incumbent and transfer one Research and Evaluation Manager and the incumbent to the Probation Dept; establish the ORJ Senior Program Analyst; transfer one Senior Management Analyst and the incumbent to the Probation Dept and reclassify to the new ORJ Senior Program Analyst. Abolish class ADD7.

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

Effective: [ ] Day following Board Action.

[x] 7/1/20(Date)

Gladys Scott Reid

7/7/2020

(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 [x] DISAPPROVED [ ]

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

DATE July 14 2020

BY

June McHuen

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: