

POSITION ADJUSTMENT REQUEST

NO. 22477
DATE 7/1/2020

Department Employment and Human Services
Department No./ Budget Unit No. 0503 Org No. 5278 Agency No. A19

Action Requested: RECLASSIFICATION of an Aging and Adult Services Senior Staff Assistant (represented) (XQVB), position #4634, to be reclassified as a Program/Project Coordinator (represented) (APHA) in the Employment and Human Services Department.

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: \$0.00

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

Total annual cost \$37,313.00 Net County Cost \$3,731.00
Total this FY \$37,313.00 N.C.C. this FY \$3,731.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 33% Federal, 30% State, 27% Title XIX, 10% County.

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

7/14/20

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/14/2020

Reclassify one (1) Aging and Adult Services Senior Staff Assistant (represented) (XQVB), position #4634 at salary plan ZB5 1642 (\$6,686-\$8,127) and its incumbent to Program/Projects Coordinator (represented) (APHA) at salary plan and grade ZA2 1771 (\$7,826-\$9,536).

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

Effective: [] Day following Board Action.
[X] 7/1/2020(Date)

Gladys Scott Reid

7/14/2020

(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 28 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: