

POSITION ADJUSTMENT REQUEST

NO. 25627
DATE 9/1/2020

Department County Administration
Department No./ Budget Unit No. 0003 Org No. 1220 Agency No. A03

Action Requested: ADOPT Position Adjustment Resolution No.25627 to modify one Labor Relations Analyst II (ADSJ) (unrepresented) position #13165 from 40/40 to 32/40 hours in the County Administrator's Department.

Proposed Effective Date: 9/14/2020

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 Minor cost savings.

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

Lisa Driscoll, County Finance Director

9/1/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/9/2020

ADOPT Position Adjustment Resolution No.25627 to modify one Labor Relations Analyst II (ADSJ) (unrepresented) position #13165 from 40/40 to 32/40 hours in the County Administrator's Department.

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

Effective: [] Day following Board Action.

[X] 9/14/2020(Date)

Tina Prueett

(for) Director of Human Resources

September 9, 2020

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/9/2020

- [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 [X]

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

DATE 09-15-2020

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: