

POSITION ADJUSTMENT REQUEST

NO. 25638
DATE 9/17/2020

Department Probation
Department No./
Budget Unit No. 0309 Org No. 3120 Agency No. 30

Action Requested: ADOPT Position Adjustment Resolution No. 25638 to reassign position #15927 and incumbent, Probation Manager(7AGB) (unrepresented) from Department 0309 (Institutions), Org 3120 to Department 0308 Probation Programs) Org 3000 in the Probation Department.

Proposed Effective Date: 10/1/2020

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 \_\_\_\_\_

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

Danielle Fokkema

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

10/6/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/6/2020

Reassign position #15927 and incumbent, Probation Manager (7AGB) (unrepresented) from Department 0309 (Institutions), Org 3120 to Department 0308 Probation Programs) Org 3000 in the Probation Department, effective October 1, 2020.

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

Effective: [ ] Day following Board Action.

[x] 10/1/2020(Date)

Gladys Scott Reid

10/6/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/8/2020

- [x] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other:

Paul Reyes

(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 10-13-2020

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: