

POSITION ADJUSTMENT REQUEST

NO. 25637
DATE 9/16/2020

Department Office of the Sheriff
Department No./ Budget Unit No. 0255 Org No. 2515 Agency No. 25

Action Requested: ADOPT Personnel Adjustment Resolution No. 25637 to CANCEL one (1) full-time Fingerprint Examiner II (64VG) (represented) position (#3111) at salary plan and grade VN5 1578 (\$6,908.75-\$8,607.58) and ADD one (1) full-time Sheriff's Specialist (64VE) (represented) position at salary plan and grade VN5 1285 (\$5,169.00-\$6,440.03) in the Office of the Sheriff.

Proposed Effective Date: 9/1/2099

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 (\$39,280.00) Net County Cost (\$39,280.00)
Total this FY (\$13,094.00) N.C.C. this FY (\$13,094.00)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \$39,280.00 annual savings. \$8,306.00 is retirement

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

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

10/7/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/7/2020

ADOPT Personnel Adjustment Resolution No. 25637 to CANCEL one (1) full-time Fingerprint Examiner II (64VG) (represented) position (#3111) at salary plan and grade VN5 1578 (\$6,908.75-\$8,607.58) and ADD one (1) full-time Sheriff's Specialist (64VE) (represented) position at salary plan and grade VN5 1285 (\$5,169.00-\$6,440.03) in the Office of the Sheriff.

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

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

Amber Lytle

10/7/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/14/2020

- [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 10-20-2020

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: