

POSITION ADJUSTMENT REQUEST

NO. 25640
DATE 9/17/2020

Department Probation

Department No./
Budget Unit No. 0308 Org No. 3050 Agency No. 30

Action Requested: ADOPT Position Adjustment Resolution No. 25640 to reassign position #540, Clerk-Specialist Level(JWXD)(represented) from Department 0308 (Probation Programs), Org 3050 to Department 0309 (Institutions) Org 3120 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 vacant position #540, Clerk-Specialist Level (JWXD)(represented) from Department 0308 (Probation Programs), Org 3050 to Department 0309 (Institutions) Org 3120 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

10/14/2020

- [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: