

POSITION ADJUSTMENT REQUEST

NO. 25633
DATE 10/5/20

Department Veterans Service

Budget Unit No.0579 Org No.0579

Department No. 95
Agency No.

Action Requested: Increase the hours of one (1) vacant Veterans Services Representative II (96VA) position number #14747 from 20/40 to 32/40 in the Veterans Services Department.

Proposed Effective Date: _____

Classification Questionnaire attached: Yes No / Cost is within Department's budget: Yes No

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$22,510 Net County Cost \$22,510
Total this FY \$13,130 N.C.C. this FY \$13,130

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: 100% General Fund

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

Sarah Kennard

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

10/5/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/8/2020

Increase the hours of one (1) Veterans Service Representative I (96WA) position number #14747 from 20/40 to 32/40 in the Veterans Service Department.

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

Effective: Day following Board Action.

_____(Date)

Alycia Leach

10/8/2020

(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: Approve as recommended by the department.

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ~~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: