

POSITION ADJUSTMENT REQUEST

NO. 25644  
DATE 9/11/2020

Department Employment and Human Services

Department No./

Budget Unit No. 0588 Org No. 1401 Agency No. A19

Action Requested: Add one (1) Personnel Technician (AP7B) (unrepresented) and cancel one (1) Teacher-Project (CJN1) (represented) to the Administrative Services Bureau of Employment & Human Services Department

Proposed Effective Date: 10/14/2020

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 \$108,077.00

Net County Cost \$5,404.00

Total this FY \$0.00

N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 36% State 58% Federal 6% CC

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

Michelle Fregoso 925-608-5025

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/14/2020

Add one (1) Personnel Technician (AP7B) (unrepresented) and cancel one (1) Teacher-Project (CJN1) (represented) position in the Administrative Services Bureau of Employment & Human Services Department.

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

Effective: ☒ Day following Board Action.

☐ (Date)

Elizabeth Loud

9/15/2020

(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: \_\_\_\_\_

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

DATE 11-17-2020

BY [Signature]

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: