

## POSITION ADJUSTMENT REQUEST

NO. 25646  
DATE 11/9/2020Department EHSD-CSBDepartment No./  
Budget Unit No. 0588 Org No. 1417 Agency No. 19

Action Requested: Cancel one (1) Assistant Director-Project (9MD3) (non-represented) vacant position No. 10506 and add one (1) Administrative Services Assistant III (APTA) (represented) full time position in the Employment and Human Services, CSB Bureau.

Proposed Effective Date: 11/10/2020Classification 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 \$148,488.00Net County Cost \$0.00Total this FY \$98,992.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings. 50% State Revenue. 50% Federal Revenue CSBDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Eva Gaipa

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dennis Bozanich

11/9/2020

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/9/2020

Cancel one (1) Assistant Director-Project (9MD3) (unrepresented) vacant position No. 10506 at Salary Plan and Grade C85 1633 (\$6,629 - \$8,058) and add one (1) Administrative Services Assistant III (APTA) (represented) position at Salary Plan and Grade ZB5 1631 (\$6,614 - \$8,039) in the Employment and Human Services, Community Services Bureau.

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

Effective: ☒ Day following Board Action.☐ \_\_\_\_ (Date)

Amanda Monson

11/9/2020

(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~~ ☒ XXXDavid J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE 11-17-2020

BY

June McHuen

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: