

POSITION ADJUSTMENT REQUEST

NO. 25647
DATE 11/4/2020

Department Probation Department No./ Budget Unit No. 0308 Org No. 3000 Agency No. 30

Action Requested: ADOPT Position Adjustment Resolution No. 25647 to reallocate the salary of the classifications of Assistant County Probation Officer - Exempt (7AB1) at salary plan and grade B25-2097 (\$11011.86 - \$14054.23) and Probation Director (7BFA) at salary plan and grade B25-1972 (\$9729.92 - \$12418.12) to add one additional step at the top of the salary range at five percent each in the Probation Department.

Proposed Effective Date: 7/1/2020

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

Total One-Time Costs (non-salary) associated with request: _____

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

| | | | |
|-------------------|--------------------|-----------------|--------------------|
| Total annual cost | <u>\$58,671.00</u> | Net County Cost | <u>\$58,617.00</u> |
| Total this FY | <u>\$58,617.00</u> | N.C.C. this FY | <u>\$58,617.00</u> |

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund

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

11/9/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/30/2020

Reallocate the salary of the classifications of Assistant County Probation Officer - Exempt (7AB1) (unrepresented) at salary plan and grade B25-2097 (\$11011.86 - \$14054.23) and Probation Director (7BFA) (unrepresented) at salary plan and grade B25-1972 (\$9729.92 - \$12418.12) to add one additional step at the top of the salary range at five percent each

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

Effective: Day following Board Action.

_____(Date)

Amber Lytle

11/30/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/3/2020

- 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 ~~DISAPPROVED~~

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

DATE 12-08-200

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: