

POSITION ADJUSTMENT REQUEST

NO. 25663
DATE 12/7/2020

Department No./
Budget Unit No. 0501 Org No. 5101 Agency No. 19

Department Employment and Human Services

Action Requested: ADOPT Position Adjustment Resolution No. 25 to reassign two (2) Clerk – Specialist Level (JWXD) position numbers 12605 and 12601 and incumbents, one (1) Clerk – Senior Level (JWXC) position number 14171 and incumbent, two (2) Departmental Human Resources Analyst II (ARTA) position numbers 1122 and 11577 and incumbents, and one (1) vacant Personnel Technician (AP7B) position number 18246 from CSB to Admin Burea

Proposed Effective Date: 1/1/2021

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 (58% Federal, 36% State and 6% County)

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

Reni Radeva 12/7/2020

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/23/2020

ADOPT Position Adjustment Resolution No. 25663 to reassign two (2) Clerk – Specialist Level positions and incumbents, one (1) Clerk – Senior Level position and incumbent, two (2) Departmental Human Resources Analyst II positions and incumbents, and one (1) vacant Personnel Technician position from Community Services Bureau to the Administrative Services Bureau

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

Effective: [x] Day following Board Action.
[ ] (Date)

Elizabeth Loud

12/23/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1-11-2021

- [x] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other: \_\_\_\_\_

[Signature]

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED [x]

[Redacted], Clerk of the Board of Supervisors
Monica Nino and County Administrator

DATE 01-19-2021

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: