

POSITION ADJUSTMENT REQUEST

C.22

NO. 25654
DATE 11/16/2020

Department Probation
Department No./ Budget Unit No. 0308 Org No. 3000 Agency No. 30
Action Requested: ADOPT Position Adjustment Resolution No. 25654 to add one (1) Office Manager (JJHC) (represented) position at salary plan and grade ZAX-1369 (\$5,089.33 - \$6,499.29) and cancel one (1) Clerk-Specialist Level (JWXD) (represented) at salary plan and grade 3RX-1156 (\$4,121.62 - \$5,263.48) position #558 in the Probation Department.

Proposed Effective Date: 12/9/2020

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 \$25,265.00 Net County Cost \$25,265.00
Total this FY \$14,738.00 N.C.C. this FY \$14,738.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Position Vacancies

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

12/2/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

ADOPT Position Adjustment Resolution No. 25654 to add one (1) Office Manager (JJHC) (represented) position at salary plan and grade ZAX-1369 (\$5,089.33 - \$6,499.29) and cancel one (1) Clerk-Specialist Level (JWXD) (represented) position at salary plan and grade 3RX-1156 (\$4,121.62 - \$5,263.48) position #558 in the Probation Department.

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

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

Genesis Duenas

12/3/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/9/2020

[x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other: _____

Paul Reyes

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

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

Adjustment is APPROVED [x] DISAPPROVED [x] XXX

BY

DATE 12-15-2020

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: