

POSITION ADJUSTMENT REQUEST

NO. 25662
DATE 11/10/2020

Department Office of the Sheriff Department No./
Budget Unit No. 0255 Org No. 2500 Agency No. 25

Action Requested: To cancel one (1) Administrative Services Assistant III (APTA) (represented) position (#16641), add one (1) Account Clerk Supervisor (JDHD) (represented), and reclassify one (1) Clerk-Senior Level (JWXC) (represented) position (#2506) to a Clerk-Specialist Level (JWXD)(represented) in the Office of the Sheriff

Proposed Effective Date: 9/1/2099

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	<u>(\$20,794.00)</u>	Net County Cost	<u>(\$20,794.00)</u>
Total this FY	<u>(\$13,863.00)</u>	N.C.C. this FY	<u>(\$13,863.00)</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \$20,794.00 annual savings, \$4,292.00 is retirement

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

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

12/11/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/22/2020

Add one (1) Account Clerk Supervisor (JDHD) (represented); and, cancel one (1) Administrative Services Assistant III (APTA) (represented) position in the Office of the Sheriff.

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

Effective: Day following Board Action.

_____(Date)

Alexandra Austin

12/22/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/31/2020

- 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 01-05-2021

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: