

POSITION ADJUSTMENT REQUEST

NO. 25664
DATE 12/14/2020

Department Probation Department No./
Budget Unit No. 0308 Org No. 3000 Agency No. 30
Action Requested: ADOPT Position Adjustment Resolution No. 25664 to ADD one full-time Administrative Services Assistant III (APTA) (Represented) position at salary plan and grade ZB5 1631 (\$6,613.76 - \$8,039.07) in the Probation Department.

Proposed Effective Date: 1/6/2020

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 \$150,741.00 Net County Cost \$0.00
Total this FY \$75,371.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Juvenile Justice Crime Prevention Act Revenue

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

Melissa Crockett (for P. Reyes)

12/15/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/20/2020

Add one Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5 1631 (\$6,613 - \$8,039)

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

Effective: Day following Board Action.

_____(Date)

Gladys Scott Reid

12/20/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/30/2020

- 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: