POSITION ADJUSTMENT REQUEST

NO. 25667
DATE 12/16/2020

Department No./
Department __Probation__   Budget Unit No. 0308 Org No. 3033 Agency No. 30

Action Requested: Add one (1) full-time Probation Manager (7AGB) (Unrepresented) position 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 $285,386.00   Net County Cost $0.00

Total this FY $142,693.00   N.C.C. this FY $0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT   100% CA Community Corrections Performance Incentive Act

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)	12/17/2020
Deputy County Administrator	Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE 12/17/2020
ADOPT Position Adjustment Resolution No. 25667 to ADD one (1) full-time Probation Manager (7AGB) (Unrepresented) position at salary plan and grade B25 1899 ($9,051.46-$11,002.11) in the Probation Department.

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

Effective: ☒ Day following Board Action.
            ☐ _____(Date)

Genesis Duenas	12/17/2020
(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   Paul Reyes
☐ Other: _____   _____
                                                        (for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒   DISAPPROVED ☒xx   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:

P300 (M347) Rev 3/15/01