

POSITION ADJUSTMENT REQUEST

NO. 25668
DATE 12/7/2020

Department Employment and Human Services
Department No./ Budget Unit No. 0501 Org No. 5101 Agency No. 19
Action Requested: ADOPT Position Adjustment Resolution No. 25668 to reassign one (1) Intermediate Level Clerk -Project (99J3) position number 1206 and incumbent from CSB to the Administrative Services Bureau in the EHSD; Transition one (1) Intermediate Level Clerk -Project (99J3) position number 1206 and incumbent into the Merit System classification of Clerk - Experience Level (JWXB) in the Admin. Bureau in EHSD.

Proposed Effective Date: 1/16/2021

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 (\$2,501.00) Net County Cost \$2,953.00
Total this FY (\$1,250.00) N.C.C. this FY \$1,477.00

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 12/17/2020

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/24/2020

ADOPT Position Adjustment Resolution No. 25668 to reassign one (1) Intermediate Level Clerk -Project (99J3) position number 1206 and incumbent from Community Services Bureau to the Administrative Services Bureau in the Employment and Human Serv; Transition one (1) Intermediate Level Clerk -Project (99J3) position number 1206 and incumbent into the Merit System classification of Clerk - Experience Level (JWXB) in the Admini Bureau in EHSD.

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

Effective: [] Day following Board Action.

[X] (Date) 01-16-2021

(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 []

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

DATE 01-19-2021

BBy [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: