

POSITION ADJUSTMENT REQUEST

NO. 25669
DATE 12/21/2020

Department Probation
Action Requested: ADOPT Position Adjustment Resolution No. 25669 to add one (1) Program/Projects Coordinator (APHA) (represented) position and cancel one (1) Office of Reentry and Justice Senior Program Analyst (APTD) (unrepresented) position in the Probation Department.

Proposed Effective Date: 1/6/2020

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 \$8,754.00 Net County Cost \$0.00
Total this FY \$4,377.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT AB109 Realignment 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 Paul Reyes 12/23/2020

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/24/2020

Add one (1) Program/Projects Coordinator (APHA) (represented) position and cancel one (1) Office of Reentry and Justice Senior Program Analyst (APTD) (unrepresented) position 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)

Alexandra Austin 12/24/2020

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/12/2021

[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:

Adjustment is APPROVED [x] DISAPPROVED []

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

DATE 01-19-2021

[By] [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: