

POSITION ADJUSTMENT REQUEST

NO. 25670
DATE 12/22/2020

Department Employment and Human Services
Department No./ Budget Unit No. 0504 Org No. 5455 Agency No. A19

Action Requested: Reassign five vacant Eligibility Work Supervisor (XHHA), thirty-seven vacant Eligibility Worker III (XHTB), and eleven vacant Social Service Program Assistant (XOSA) positions from Community Services Bureau to Workforce Services Bureau of the Employment and Human Services Department.

Proposed Effective Date: 11/10/2020

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0.00 Net County Cost \$0.00
Total this FY \$0.00 N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT

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

Michelle Fregoso 925-608-5025

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/5/2021

ADOPT Position Adjustment Resolution No. 25670 to reassign five Eligibility Work Supervisor, thirty-seven Eligibility Worker III, and eleven Social Service Program Assistant positions from Community Services Bureau to Workforce Services Bureau in the Employment and Human Services Department.

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

Effective: [] Day following Board Action.
[x] 1/1/2021(Date)

Elizabeth Loud

1/5/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

- [] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED []

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

DATE [Signature]

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: