

POSITION ADJUSTMENT REQUEST

NO. 25682
DATE 1/21/2021

Department Auditor-Controller
Department No./ Budget Unit No. 0010 Org No. 1010 Agency No. A10

Action Requested: Add one permanent full-time Account Clerk - Advanced level (ADTD) (represented) position at salary plan and grade 3RX (\$4028 - \$5144) in the Office of the Auditor Controller Accounts Payable Section

Proposed Effective Date: 2/2/2021

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

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost \$79,287.00 Net County Cost \$79,287.00
Total this FY \$33,036.00 N.C.C. this FY \$33,036.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund

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

Robert Campbell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Laura Strobel

1/20/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/21/2021

Add one permanent full-time Account Clerk - Advanced level (JDTD) (represented) position at salary plan and grade 3RX 1333 (\$4,028 - \$5,144) in the Office of the Auditor Controller Accounts Payable Section

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

Effective: [x] Day following Board Action.

[] (Date)

Brianna Barker

1/21/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE _____

- [x] 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 02-02-2021

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: