

POSITION ADJUSTMENT REQUEST

C.45

NO. 25683
DATE 1/21/2021

Department Human Resources
Department No./ Budget Unit No. Org No. Agency No.
Action Requested: Re-title the ADA Manager (unrepresented) classification to ADA Program Manager; reallocate the salary on the Salary Schedule by 7%

Proposed Effective Date: ;

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 \$12,080.00 Net County Cost \$12,080.00
Total this FY \$4,027.00 N.C.C. this FY \$4,027.00

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.

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 1/19/2021
Re-title the ADA Manager (AJGA) (unrepresented) classification to ADA Program Manager (AJGA) (unrepresented); reallocate the salary on the Salary Schedule from Salary Plan and Grade B85 1732 (\$8,769 - \$11,191) to Salary Plan and Grade B85 1732 (\$9,383 - \$11,975)

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

Effective: [X] Day following Board Action.
[] (Date)

Gladys Scott Reid 1/19/2021

(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 02-02-21

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: