

POSITION ADJUSTMENT REQUEST

C.17

NO. 25684
DATE 1/21/2021

Department County Counsel
Department No./ Budget Unit No. 0017 Org No. 1700 Agency No. 17

Action Requested: Reallocate the classification of Sr. Financial Counsel-Exempt (2ED3) (unrepresented) from five step salary level B8E-2315 (\$13,527.72-\$16,443.03) to six step salary level B8E-2385 (\$14,715.52-\$18,781.15),and reclassify position and incumbent employee #70241 (Position #5766) at the New Step 5.

Proposed Effective Date: 3/11/2021

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

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

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

Total annual cost \$15,000.00 Net County Cost \$15,000.00
Total this FY \$6,300.00 N.C.C. this FY 6,300.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Departmental Charge Outs

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

Lisa Driscoll, County Finance Director

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll, County Finance Director

1/21/21

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/22/21

Reallocate the classification of Sr. Financial Counsel-Exempt (2ED3) (unrepresented) from five step salary level B8E-2315 (\$13,527.72-\$16,443.03) to six step salary level B8E-2385 (\$14,715.52-\$17,886.80),and reclassify position and incumbent employee #70241 (Position #5766) at the New Step 5.

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

Effective: [] Day following Board Action.

[X] 3/11/2021(Date)

Elizabeth Loud

1/22/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/22/2021

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

Lisa Driscoll

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED []

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

DATE 02-09-2021

BY

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: