

POSITION ADJUSTMENT REQUEST

NO. 25690
DATE 2/9/2021

Department Office of the County Counsel
Department No./ Budget Unit No. 0030 Org No. 1735 Agency No. 17

Action Requested: ADOPT Position Adjustment Resolution No. 25690 to ADD one (1) full-time Legal Assistant (2Y7B) (represented) position at salary level ZB5 1337 (\$4,943.40-6,008.73) and cancel one (1) full-time Civil Litigation Secretary (J3TH) (represented) position No. 10339 at salary level 3R5 1253 (\$4,548.88-5529.20) in the Office of the County Counsel.

Proposed Effective Date: 2/9/2021

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 \$4,734.24 Net County Cost \$0.00
Total this FY \$1,775.34 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Liability Internal Service Fund

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

Sharon L. Anderson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Laura Strobel

1/29/21

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/29/2021

Add one full-time Legal Assistant (2Y7B) (represented) and cancel one vacant full-time Civil Litigation Secretary (J3TH) (represented) position number 10339 in the Office of the County Counsel.

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

1/29/2021

(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:

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

Adjustment is APPROVED [x] DISAPPROVED [x]

DATE February 9, 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: