

POSITION ADJUSTMENT REQUEST

NO. 25694  
DATE 2/18/2021

Department Veterans Service

Budget Unit No.0579 Org No.0579

Department No. 95  
Agency No.

Action Requested: Increase the hours of one (1) vacant Veterans Services Representative II (96WA) position number #14747 from 32/40 to 40/40 in the Veterans Services Department.

Proposed Effective Date: 3/3/2021

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

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

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

Total annual cost	<u>\$12,965.25</u>	Net County Cost	<u>\$12,965.25</u>
Total this FY	<u>\$4,321.75</u>	N.C.C. this FY	<u>\$4,321.75</u>

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.

Sarah Kennard

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

2/18/2021

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/18/2021

Increase the hours of one (1) Veterans Services Representative I (96WA) position number #14747 and its incumbent from 32/40 to 40/40 in the Veterans Services Department.

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

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

\_\_\_\_\_  
Elizabeth Loud for Ann Elliott

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

2/19/2021

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  ~~DISAPPROVED~~

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

DATE 03-02-21

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: