

POSITION ADJUSTMENT REQUEST

C.35

NO. 25699
DATE 3/23/2021

Department Office of the County Counsel
Department No./ Budget Unit No. 0030 Org No. 1700 Agency No. 17

Action Requested: Add one (1) full-time Deputy County Counsel - Standard Exempt (2ET2) position and CANCEL one (1) full-time Deputy County Counsel -Advanced (2ETK) vacant position No.13787 in the Office of the County Counsel.

Proposed Effective Date: 4/1/2021

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 (\$80,806.00) Net County Cost \$0.00
Total this FY (\$20,201.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Salary Savings.

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

3/3/21

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/4/2021

Add one (1) full-time Deputy County Counsel - Standard Exempt (2ET2) (unrepresented) position at salary level B8B 2097 (\$11,399.21-\$13,550.08) and cancel one (1) full-time Deputy County Counsel -Advanced (2ETK) (unrepresented) vacant position No.13787 at salary level B8B 2297. (\$13,895.58-\$15,721.58)

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

Effective: [] Day following Board Action.

[X] 4/1/2021(Date)

Genesis Duenas

3/4/2021

(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 [X]

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

DATE 03-23-2021

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: