

POSITION ADJUSTMENT REQUEST

C.38

NO. 25700
DATE 2/25/2021

Department Public Defender's Office
Department No./ Budget Unit No. 0243 Org No. 2909 Agency No. 43

Action Requested: Adopt Position Adjustment Resolution No. 25700 to increase one (1) part-time Deputy Public Defender III (25TB) (represented) position (#13525) at salary plan and grade JD5 2146 (\$11,614.41 - \$14,832.09) from .5 FTE (20/40) to 1.0 FTE (40/40) and cancel one (1) vacant part-time Deputy Public Defender III (25TB) (represented) .5 FTE (20/40) position (#13525).

Proposed Effective Date: 3/23/2021

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 Net County Cost
Total this FY N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund

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

Susan Woodhouse

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Melissa Crockett for Paul Reyes

3/5/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/15/2021

Increase the hours of one (1) part-time (20/40) Deputy Public Defender III (25TB) (represented) position number 13525 at salary plan and grade JD5 2146 (\$11,614.41 - \$14,832.09) to full time (40/40) and cancel one (1) vacant part-time (20/40) Deputy Public Defender III (25TB) (represented) position number 13524

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

3/15/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/18/2021

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

Paul Reyes

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED [ ]

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: