

POSITION ADJUSTMENT REQUEST

C.24

NO. 25680
DATE 12/23/2020

Department Office of the Sheriff
Department No./ Budget Unit No. 0273 Org No. 2490 Agency No. 25

Action Requested: Position adjustment to reclassify Library Assistant Advanced Level (3KTB) position #12233 and its incumbent to an Administrative Services Assistant III (APTA) position to the Custody Services Bureau - Detention Divison.

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 \$49,193.15 Net County Cost \$0.00
Total this FY \$24,596.58 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Office of the Sheriff Inmate Welfare Fund

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

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Melissa Crockett for Paul Reyes

4/13/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/31/2021

Reclassify Library Assistant - Advanced Level (3KTB) (represented) position #12233 and its incumbent at a salary plan and grade QXX 1234 (\$4,451- \$5,685) to an Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5 1631 (\$6,613 - \$8,039)

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

3/31/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

4/14/2021

- [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 04-20-2021

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: