

POSITION ADJUSTMENT REQUEST

NO. 25713
DATE 4/1/2021

Department Office of the Sheriff
Department No./ Budget/Unit No. 0255 Org No. 2515 Agency No. 25
Action Requested: CANCEL one (1) full-time Deputy Sheriff-Forensic Supervisor vacant position #12368; ADD one (1) full-time Forensic Supervisor position to the Forensics Division in the Office of the Sheriff.

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

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \$93,434 annual savings, \$71,724 in retirement savings

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 4/14/2021

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 4/6/2021

ADOPT Personnel Adjustment Resolution No.# 25713 To CANCEL one (1) full-time Deputy Sheriff-Forensic Supervisor (6DHB) (represented) vacant position no. 12368 at salary plan and grade VHX 2039 (\$10,458.87- \$13,348.46) and ADD one (1) full-time Forensic Supervisor (6CHB) (represented) position at salary plan and grade VN5 1992 (\$10,409.36- \$ 12,968.95) to the Support Services Bureau - Forensic Services Division in Office of the Sheriff.

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

Effective: [X] Day following Board Action.
[ ] (Date)

Rebecca Martinez 4/6/2021

(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 [X]

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

DATE 04-20-21

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: