

POSITION ADJUSTMENT REQUEST

C.33

NO. 25719
DATE 4/2/2021

Department Human Resources

Department No./
Budget Unit No. Org No. Agency No.

Action Requested: Re-title the Departmental Personnel Officer - Exempt (unrepresented) (APG1) classification to Departmental Human Resources Officer I - Exempt (unrepresented) (APG1); establish the classification of Departmental Human Resources Officer II - Exempt, add 1 position in EHSD and 1 position in HSD.

Proposed Effective Date: 5/28/2021

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

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

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

Total annual cost Net County Cost
Total this FY N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT

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

Elizabeth Loud

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/13/2021

Re-title the Departmental Personnel Officer - Exempt (unrepresented) (APG1) classification to Departmental Human Resources Officer I - Exempt (unrepresented) (APG1); establish the classification of Departmental Human Resources Officer II - Exempt add 1 position in EHSD and 1 position in HSD.

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

Effective: Day following Board Action.

5/28/2021(Date)

Tina Pruett

4/13/2021

(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 DISAPPROVED XXXXX

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

DATE 04-20-2021

BY June McKeen

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: