

POSITION ADJUSTMENT REQUEST

C.35

NO. 25723
DATE 4/13/2021

Department County Administrator

Department No./ Budget Unit No. 0235 Org No. 1095 Agency No. 03

Action Requested: Cancel one Administrative Services Assistant III (APTA) position #13230, Salary Plan ZB5 1631 (\$6,613.76 - \$8,039.07), and add one Business Systems Analyst (LTWK) position, Salary Plan ZB5 1694 (\$7,039.46 - \$8,556.51) in the County Administrator's Office - Law and Justice Systems (LJS) Planning and Development Unit.

Proposed Effective Date: 4/21/21

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

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

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

Total annual cost \$8,770.00 Net County Cost \$8,770.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund, budgeted

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

/s/ Julie DiMaggio Enea

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

4/13/21

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/15/2021

Cancel one Administrative Services Assistant III (represented) position #13230 and add one Business Systems Analyst position represented)

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

4/15/2021

(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 [ ]

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: