

POSITION ADJUSTMENT REQUEST

C.19

NO. 25711
DATE 3/5/2021Department LibraryDepartment No./
Budget Unit No. 0620 Org No. 3714 Agency No. 85

Action Requested: ADOPT Position Adjustment Resolution No. 25711 to cancel one (1) vacant permanent full-time Library Assistant-Advanced (3KTB) (represented) position # 17280 and add one (1) permanent full-time Media Production Technician (ADDL) (represented) at the Library Department.

Proposed Effective Date: 5/1/2021Classification 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 \$5,151.00Net County Cost \$0.00Total this FY \$859.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

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

Alison McKee

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Erin M Steffen

4/7/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

CANCEL one (1) vacant permanent full-time Library Assistant-Advanced (3KTB) (represented) position # 17280 at salary level QXX (\$4,451.72 - \$5,685.03) and ADD one (1) permanent full-time Media Production Technician (ADDL) (represented) at salary level ZB5 (\$4,784.48-\$5,815.57) at the Library Department.

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

Effective: ☒ Day following Board Action.☐ _____ (Date)

Genesis Duenas

4/9/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 4/22/2021

- ☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ~~XXXX~~Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE 04-27-2021BY June McHuen

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: