

POSITION ADJUSTMENT REQUEST

C.20

NO. 25712
DATE 3/5/2021Department LibraryDepartment No./
Budget Unit No. 0621 Org No. 3795 Agency No. 85

Action Requested: Increase hours for Library Assistant-Journey Level position 6074 from 20/40 to 40/40

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 \$30,221.00Net County Cost \$0.00Total this FY \$5,037.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library FundDepartment 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 4/12/2021

Increase the hours of one (1) vacant Library Assistant-Journey Level (3KVB) (represented) position #6074 from 20/40 hours to 40/40 hours at salary plan and grade QXX 1030 (\$3,637.529 - \$4,645.274).

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

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

Alexandra Austin

4/14/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 4/19/2021

- ☒
- 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~~ ☒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: