

POSITION ADJUSTMENT REQUEST

C.22

NO. 25725
DATE 4/13/21Department County Administrator

Department No./

Budget Unit No. 0003 Org No. 1225 Agency No. 03

Action Requested: Temporary increase the hours of One (1) Video Production Assistant (ADWA) (represented) position number 295 from 30/40 to 40/40 through June 30, 2021

Proposed Effective Date: 4/27/21Classification 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 \$4,333

Net County Cost \$0

Total this FY \$4,333N.C.C. this FY \$0SOURCE OF FUNDING TO OFFSET ADJUSTMENT General FundDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Sarah Shkidt for Julie Enea

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Shkidt for Julie Enea

4/13/21

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/19/2021

Temporarily increase the hours of one (1) Video Production Assistant (ADWA) (represented) position number 295 from 30/40 to 40/40 through June 30, 2021

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

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

Gladys Scott Reid

4/19/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 4/21/2021

- ☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: Approve as recommended by the Department.

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

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

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: