

POSITION ADJUSTMENT REQUEST

C.23

NO. 25708
DATE 2/26/2021Department County LibraryDepartment No./
Budget Unit No. 0620 Org No. 3714 Agency No. 85

Action Requested: Cancel one (1) vacant permanent full-time Clerk-Experienced Level (JWXB) position # 6051; and add one permanent full-time Information Systems Specialist II (LTVA) position at the Library.

Proposed Effective Date: 4/1/2021Classification 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 \$31,811.00Net County Cost \$0.00Total this FY \$7,953.00N.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.

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Erin M Steffen

4/5/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/12/2021

ADOPT Position Adjustment Resolution No. 25708 to cancel one (1) vacant permanent full-time Clerk-Experienced Level (JWXB) (represented) position # 6051) at salary plan and grade 3RH 0750 (\$3,302.32-\$4,097.33); and add one permanent full-time Information Systems Specialist II (LTVA) (represented) position) at salary plan and grade TB5 1393 (\$5,225.25-\$6,351.32) at the Library.

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

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

Rebecca Martinez

4/12/2021

(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: _____

/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 

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: