

C.34

POSITION ADJUSTMENT REQUEST

NO. 25728
DATE 4/22/2021

Department Probation Department No./ Budget Unit No. 0308 Org No. 3036 Agency No. 30
Action Requested: ADOPT Position Adjustment Resolution No.25728 to add one Administrative Services Assistant III (APTA) position (Represented) in the Probation Department.

Proposed Effective Date: 5/12/2021

Classification 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 \$150,741.00 Net County Cost \$0.00
Total this FY \$75,371.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Juvenile Justice Crime Prevention Act Revenue

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

Danielle Fokkema
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Melissa Crockett for Paul Reyes 4/26/2021
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 4/28/2021

Add one (1) Administrative Services Assistant III (APTA) (represented) position in the Probation Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: Day following Board Action Rebecca Martinez 4/28/21
 Date (for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 5/5/21
 Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other: _____ Paul Reyes
(for) County Administrator

BOARD OF SUPERVISORS ACTION: Monica Nino, Clerk of the Board of Supervisors and County Administrator
Adjustment is APPROVED DISAPPROVED

DATE May 11 2021 BY [Signature]

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: