

### POSITION ADJUSTMENT REQUEST

NO. 25727  
DATE 2/4/2021

Department EHSD-CSB

Department No./  
Budget Unit No. 0588 Org No. 1464 Agency No. 19

Action Requested: add one Comprehensive Services Assistant Manager-Pjct (9MS7) in Community Serv Bureau EHSD

Proposed Effective Date: 2/1/2021

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost	<u>\$107,731.00</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>\$44,887.00</u>	N.C.C. this FY	<u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State Funded - CSB

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

Eva Gaipa

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

*Deis Bayl*  
Deputy County Administrator

4-21-2021  
Date

#### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/21/2021

Add one (1) Comprehensive Services Assistant Manager-Project (9MS7) (unrepresented) position in the Community Services Bureau, Employment and Human Services Department.

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

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

Amanda Monson

4/21/2021

(for) Director of Human Resources

Date

#### COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 5-5-2021

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: \_\_\_\_\_

*Deis Bayl*  
(for) County Administrator

#### BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  ~~DISAPPROVED~~  ~~XXXX~~

Monica Nino, Clerk of the Board of Supervisors and County Administrator

DATE 05-11-2021

BY *Monica Nino*

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: