

POSITION ADJUSTMENT REQUEST

NO. 25729.
DATE 3/24/2021.

Department Employment and Human Services.
Department No./ Budget Unit No. 0503. Org No. 5315. Agency No. A19.

Action Requested: Add three (3) Social Service Program Assistant (XOSA)
(represented) full time position and one (1) Clerk-Senior Level (JWXC) (represented) full time position

Proposed Effective Date: 5/1/2021.

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

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

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

Total annual cost \$456,004.00. Net County Cost \_\_\_\_\_
Total this FY \$76,000.67. N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Health Services and covered with 100% state funding \_\_\_\_\_

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

Bao Tran 608-5027

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

[Signature]

4-30-2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

Add three (3) Social Service Program Assistant (XOSA) at salary plan and grade 255 1384 (\$5,177.92 - \$6,293.79) (represented) full time positions and one (1) Clerk-Senior Level (JWXC) at salary plan and grade 3RX 1033 (\$3,649.03-\$4,659.97)

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

Effective: [X] Day following Board Action.
[ ] (Date)

Carol Berger

4/30/2021

(for) Director of Human Resources

Date

OB 5-5-2021

COUNTY ADMINISTRATOR RECOMMENDATION:

- [X] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[X] Other: Interdepartmental Agreement on Whole Person Care Program Rejuvices Amendment prior to P300 action

DATE 7-30-2021

[Signature]

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED [ ]

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

DATE 05-11-2021

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: