

POSITION ADJUSTMENT REQUEST

C.38

NO. 25726
DATE 4/16/21

Department Treasurer-Tax Collector
Department No./ Budget Unit No. 0015 Org No. 0015 Agency No. 15

Action Requested: Cancel 1 Collection Enforcement Supervisor (pos 14441) and 1 Accounting Technician (pos 312) and Add 1 Treasurer's Investment Operations Analyst (S4SD) (ZB5-1707) and 1 Administrative Services Assistant II (APVA) (ZB5-1475)

Proposed Effective Date: 5/11/2021

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 \$0.00 Net County Cost \$0.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Neutral

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

Russell Watts

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

4/16/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/26/2021

Cancel one (1) Collection Enforcement Supervisor (SMTB) position number 14441, and one (1) Accounting Technician (JD7A), position 312, and Add one (1) Treasurer's Investment Operations Analyst (S4SD) (ZB5-1707) and one (1) Administrative Services Assistant II (APVA) (ZB5-1475)

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

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

Elizabeth Loud

4/26/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

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

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

David J. Twa, Clerk of the Board of Supervisors and County Administrator

Adjustment is APPROVED [X] DISAPPROVED [ ] XXX

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: