

POSITION ADJUSTMENT REQUEST

C.50

NO. 25745
DATE 6/8/2021

Department Treasurer-Tax Collector
Department No./ Budget Unit No. 0015 Org No. 0015 Agency No.
Action Requested: Reclassify the current incumbent Assistant County Tax Collector (S5DF) Position #16491 to Assistant County Tax Collector - Exempt (S5D1) and abolish Assistant County Tax Collector (S5DF).

Proposed Effective Date: 6/9/2021

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 \$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 No fiscal impact

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

Laura Strobel

5/26/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/26/2021

Reclassify one Assistant County Tax Collector (S5DF) Position #16491 to Assistant County Tax Collector - Exempt (S5D1) at Step 6 on salary plan and grade B85 1918 in the Treasurer Tax Collector's Department.

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

Effective: [] Day following Board Action.

[x] 6/1/2021(Date)

Alycia Leach

5/26/2021

(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:

Adjustment is APPROVED [x] DISAPPROVED [x]

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

DATE 06-08-2021

BY

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: