

POSITION ADJUSTMENT REQUEST

C.51

NO. 25747
DATE 5/21/2021

Department Office of the County Counsel
Department No./ Budget Unit No. 0030 Org No. 1700 Agency No. 17
Action Requested: ADOPT Position Adjustment Resolution No. 25747 to ADD one (1) new full-time Assistant County Counsel (2ED1) (unrepresented), salary level B8E 2385 (\$14,715.52-\$18,781.15) in the Office of the County Counsel.
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: \$0.00
Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$290,000.00 Net County Cost \$0.00
Total this FY \$ 23,253.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Client billings and Chief Asst. County Counsel vacancy.

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

Mary Ann Mason

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

5/26/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/27/2021

Add one Assistant County Counsel-Exempt (2ED1) (unrepresented) position at Salary Plan and Grade B8E 2385 (\$14,715.52 - \$17,886.80)

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

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

Gladys Scott Reid

5/27/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6/3/2021

[X] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other:

L. Strobel

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED [X]

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

BY

DATE 06-08-2021

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: