

POSITION ADJUSTMENT REQUEST

C.49

NO. 25758
DATE 5/17/2021

Department Library
Department No./ Budget Unit No. 0621 Org No. 3765 Agency No. 85
Action Requested: Increase hours for Library Assistant-Journey Level position 11670 from 20/40 to 40/40

Proposed Effective Date: 7/1/2021

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 \$30,910.00 Net County Cost \$0.00
Total this FY \$30,910.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

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

Alison McKee

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Erin M Steffen

6/1/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/3/2021

ADOPT Position Adjustment Resolution No. 25758 to increase hours of one vacant Library Assistant-Journey Level position, #11670, from part time (20/40) to full time.

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

6/3/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 6/16/2021

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

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

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

Adjustment is APPROVED [x] DISAPPROVED [x]

DATE 06-22-21

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: