

POSITION ADJUSTMENT REQUEST

NO. 25746
DATE 5/20/2021

Department Dept of Child Support Services Department No./
Budget Unit No. 0249 Org No. 1780 Agency No. A40
Action Requested: Delete one (1) Child Support Specialist II (SMVB), pos. 3611. Add one (1) Child Support Supervisor (SMNA) and one (1) Administrative Services Assistant III (APTA).

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: 0

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

Total annual cost \$208,844.00 Net County Cost \$0.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Fully funded by Federal/State grants; zero cost to CGF

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

Sarah Bunnell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dennis Bozanich

6/7/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/27/2021

Delete one (1) Child Support Specialist II (SMVB), pos. 3611. Add one (1) Child Support Supervisor (SMNA) and one (1) Administrative Services Assistant III (APTA).

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

Effective: Day following Board Action.

7/1/2021 (Date)

Brianna Barker

5/27/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6-15-2021

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: _____

David J. Twa

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ~~DISAPPROVED~~

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

DATE 06-22-21

BY *June M. Spier*

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: