

POSITION ADJUSTMENT REQUEST

C.32

NO. 25781
DATE 7/21/2021

Department County Administration
Department No./ Budget Unit No. 0003 Org No. 1220 Agency No. 03

Action Requested: Change classification job code for Chief of Labor Relations-Exempt (AGD3) to Chief of Labor Relations-Exempt (ADD8); reclassify Labor Relations Manager-Exempt (ADD6) to Chief of Labor Relations-Exempt (ADD8), place incumbent employee No. 87119 on step 4 of the salary schedule; cancel defunct classification of Labor Relations Manager-Exempt (ADD6);

Proposed Effective Date: 8/1/2021

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 \$34,803.00 Net County Cost \$34,803.00
Total this FY \$31,903.00 N.C.C. this FY \$31,903.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund/Departmental Charge Outs

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

Monica Nino, County Administrator

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll, County Finance Director

7/21/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/21/2021

Reclassify the Labor Relations Manager-Exempt (ADD6) (unrepresented) position 15734 and incumbent to classification of Chief of Labor Relations-Exempt (ADD8) (unrepresented) in the County Administrator's Office effective 08/01/2021; place the incumbent No. 87119 at step four (4) of the salary schedule with a new anniversary date of 08/01/2022; cancel defunct classification (ADD6), inactivate job code (AGD3); create job code (ADD8)

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

Effective: [] Day following Board Action.
[X] 8/1/2021(Date)

Ann Elliott

07/21/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

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

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

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

Adjustment is APPROVED [X] DISAPPROVED []

DATE 07-27-2021

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: