

POSITION ADJUSTMENT REQUEST

NO. 25762
DATE 03/16/2021

Department Office of the Sheriff
Department No./ Budget Unit No. 0255 Org No.2500 Agency No. 25

Action Requested: ADOPT Position Adjustment Resolution No. 25762 to cancel one (1) Sheriff's Communication Center Director (64NC) position No. 2964 and add one (1) Lieutenant (6XHA) position to the Sheriff's Office - Technical Services Division.

Proposed Effective Date: 4/1/2021

Classification Questionnaire attached: Yes [] No [X] / Cost is within Department's budget: Yes [] No []

Total One-Time Costs (non-salary) associated with request: N/A

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

Total annual cost \$191,637 Net County Cost \$191,637

Total this FY \$143,728 N.C.C. this FY \$143,728

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Office of the Sheriff General Fund

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

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Melissa Crockett for Paul Reyes

6/10/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/14/2021

Cancel one Sheriff's Communication Center Director (64NC) (represented) vacant position No. 2964 and add one Lieutenant (6XHA) (represented) position

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

7/9/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/20/21

[X] Approve Recommendation of Director of Human Resources

[] Disapprove Recommendation of Director of Human Resources

[] Other:

Paul Reyes

(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 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: