

POSITION ADJUSTMENT REQUEST

C.38

NO. 25775
DATE 7/8/2021

Department CAO
Department No./ Budget Unit No. 0003 Org No. 1225 Agency No. 03

Action Requested: Add one Community and Media Relations Specialist position and cancel one Cable TV Programming Coordinator vacant position

Proposed Effective Date: 7/27/2021

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 \$10,000.00

Net County Cost \_\_\_\_\_

Total this FY 9,166.00

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund (Franchise Fee Revenue)

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

SS for Julie Enea

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/12/2021

Add one (1) Community and Media Relations Specialist (APTC) (represented) position at Salary Plan and Grade TB5 1511 (\$6,049 - \$7,352) and cancel one (1) Cable TV Programming Coordinator (ADSD) (represented) vacant position number 13916 at Salary Plan and Grade ZB5 1232 (\$4,588 - \$5,577) in the County Administrator's Office, Contra Costa Television Division.

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

Effective: [X] Day following Board Action.

[ ] (Date)

Amanda Monson

7/12/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/21/2021

- [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:

Adjustment is APPROVED [X] DISAPPROVED [ ]

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: