POSITION ADJUSTMENT REQUEST

NO. 25792
DATE 8/18/2021

Department No./

Department Treasurer-Tax Collector

Budget Unit No. 0015 Org No. 0015 Agency No. 15

Action Requested: Add one position of Property Tax Business Systems Manager (LWVD) (represented) at salary plan and grade ZA5 1836 ($8345 - $11,183) in the Treasurer-Tax Collector's Office.

Proposed Effective Date: 9/7/2021

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 $164,230.00   Net County Cost $0.00

Total this FY $136,858.00   N.C.C. this FY $0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Salary savings from cancelation of Chief Deputy position

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

Russell Watts
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel	8/18/2021
Deputy County Administrator	Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE 8/18/2021

Add one position of Property Tax Business Systems Manager (LWVD) (represented) at salary plan and grade ZA5 1836 ($8345 - $11,183) in the Treasurer-Tax Collector's Office.

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

Effective: ☒ Day following Board Action.

☐ _____(Date)

Alycia Leach	8/18/2021
(for) Director of Human Resources	Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE _____

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

_____
(for) County Administrator

BOARD OF SUPERVISORS ACTION:
Adjustment is APPROVED ☒ DISAPPROVED ☒ XXX

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

DATE 09-07-21   BY _Aune Messur_

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:

P300 (M347) Rev 3/15/01