

POSITION ADJUSTMENT REQUEST

NO. 25796
DATE 9/7/2021

Department Office of the County Counsel
Department No./ Budget Unit No. 0030 Org No. 1735 Agency No. 17

Action Requested: ADOPT Position Adjustment Resolution No. to ADD one (1) full-time Clerk Experienced Level (JXWB) (represented) position at salary plan and grade 3RH 0750 (\$3401.39- 4220.24) and cancel one (1) full-time Civil Litigation Secretary (J3TH) (represented) position No. 11095 at salary level 3R5 1253 (\$4685.35-5695.07) in the Office of the County Counsel.

Proposed Effective Date: 9/8/2021

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 (\$31,581.00) Net County Cost \$0.00
Total this FY (\$26,317.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Salary Savings

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

Mary Ann McNett Mason
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel 8/24/2021

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 8/25/2021

Add one (1) full-time Clerk Experienced Level (JWXB) (represented) position at salary plan and grade 3RH 0750 (\$3,401 - \$4,220) and cancel one (1) full-time Civil Litigation Secretary (J3TH) (represented) position No.11095 at salary plan and grade 3R5 1253 (\$4,685 - \$5,695) in the Office of the County Counsel.

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 8/25/2021

(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 [X] DISAPPROVED [ ] XXXX

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

DATE 09-07-2021

BY [Signature]

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: