

POSITION ADJUSTMENT REQUEST

NO. 25813
DATE 9/29/2021

Department Board of Supervisors
Department No./ Budget Unit No. 0001 Org No. 1101 Agency No. 01
Action Requested: Add one (1) Board of Supervisors-Assistant Specialist (J994) position at Salary Plan and Grade B85 1652 (\$6,957.98-8,054.73) in the Board of Supervisors' District I Office, effective October 13, 2021; and delete Board of Supervisors-Assistant Specialist Position No. 2471, effective January 1, 2022.

Proposed Effective Date: 10/13/2021

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 \$30,000.00 Net County Cost \$30,000.00
Total this FY \$30,000.00 N.C.C. this FY \$30,000.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund, one-time cost

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

John Gioia, District I Supervisor

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll, County Finance Director

9/29/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/29/2021

Add one (1) Board of Supervisors-Assistant Specialist (J994) position at Salary Plan and Grade B85 1652 (\$6,957.98-8,054.73) in the Board of Supervisors' District I Office, effective October 13, 2021; and delete Board of Supervisors-Assistant Specialist Position No. 2471, effective January 1, 2022.

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

9/29/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/30/2021

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

Lisa Driscoll, County Finance Director

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

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

Adjustment is APPROVED [x] DISAPPROVED [] XXXXX

DATE 10-12-2021

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: