

# POSITION ADJUSTMENT REQUEST

C.20

NO. 25830DATE 11/3/2021Department District Attorney

Department No./

Budget Unit No. 0242 Org No. 2848 Agency No. 42

Action Requested: ADOPT Position Adjustment Resolution No. 25830 to adjust the positions within the District Attorneys Office to add one (1) full-time District Attorney Senior Inspector (6KVA) position.

Proposed Effective Date: 11/16/2021Classification 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 \$225,000.00Net County Cost \$0.00Total this FY \$225,000.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT State/CDI

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Jason Chan

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Paul Reyes

11/8/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/8/2021

Add one (1) full-time District Attorney Senior Inspector (6KVA) position at salary plan and grade XJX 1970 (\$8,883 - \$12,298) in the District Attorney's Office

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

Effective: ☒ Day following Board Action.☐ \_\_\_\_\_ (Date)

Amanda Monson

11/8/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/10/2021☒ 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 ☒ ~~DISAPPROVED ☒~~Monica Nino, Clerk of the Board of Supervisors  
and County AdministratorDATE 11-16-21BY 

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: