

POSITION ADJUSTMENT REQUEST

C.21

NO. **25833**DATE 11/3/2021Department Conservation & Development

Department No./

Budget Unit No. 0280 Org No. 2682 Agency No. 38

Action Requested: Add two (2) full-time Building Plan Checker I (FRWA) (represented) positions at salary plan and grade TB5 1208 (\$4,481.176 - \$5,446.895) in the Conservation & Development Department.

Proposed Effective Date: 11/15/2021Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$93,987.00Net County Cost \$0.00Total this FY \$54,825.75N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Land Development Fees

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

John Kopchik

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

11/8/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/8/2021

Add two (2) full-time Building Plan Checker I (FRWA) (represented) positions at salary plan and grade TB5 1208 (\$4,481.176 - \$5,446.895) in the Conservation & Development Department.

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: _____

/s/ Julie DiMaggio Enea

(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: