

POSITION ADJUSTMENT REQUEST

NO. 25822
DATE 11/1/2021

Department CAO Department No./ Budget Unit No. 0003 Org No. 1225 Agency No. 03
Action Requested: Add one (1) full-time Administrative Services Assistant II (APVA) (represented) position at Salary Plan and Grade ZB5 1475 and cancel one (1) part-time (32/40) Secretary-Journey level (J3TF) position #17721.

Proposed Effective Date: 11/17/2021

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 \$35,856.40 Net County Cost
Total this FY \$22,410.25 N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund (Franchise Fee Revenue)

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

Susan Shiu

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lara DeLaney

10/28/21

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/3/2021

Add one Administrative Services Assistant II (represented) position and cancel one Secretary-Journey (represented) position in the County Administrator's Office, Office of Communications and Media.

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

Effective: [x] Day following Board Action. [] (Date)

Carol Berger

11/3/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

- [x] 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 []

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

DATE 11-23-2021

BY Laura Bassell

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: