

POSITION ADJUSTMENT REQUEST

NO. 25842
DATE 11/15/2021

Department Veterans Service Office

Department No./ Budget Unit No. 0579 Org No. 0579 Agency No. 95

Action Requested: ADOPT Position Adjustment Resolution No. 25842 to establish the classification of Assistant County Veterans Service Officer - Exempt (96B1) at salary plan and grade BD5 1002 from (\$8,802 - \$10,190) and add one position in the Veterans Service Office.

Proposed Effective Date: 12/15/2021

Classification Questionnaire attached: Yes [ ] No [x] / Cost is within Department's budget: Yes [ ] No [x]

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$168,676.00 Net County Cost \$0.00
Total this FY \$84,338.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State subvention funding

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

Enid Mendoza

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

11/15/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/15/2021

ADOPT Position Adjustment Resolution No. 25842 to establish the classification of Assistant County Veterans Service Officer - Exempt (96B1) at salary plan and grade BD5 1002 from (\$8,802 - \$10,190) and add one position in the Veterans Service Office.

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

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

Gladys Scott Reid

11/15/2021

(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 [ ]

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

DATE 11-23-2021

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: