

POSITION ADJUSTMENT REQUEST

C.36

NO. 25840
DATE 11/4/2021

Department Library

Department No./
Budget Unit No. 621 Org No. 3783 Agency No. 85

Action Requested: Cancel position number 18481, 40/40 Library Assistant-Journey Level (3KVB) and add 40/40 Librarian III (3ATA) position

Proposed Effective Date: 12/1/2021

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: 0

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

Total annual cost \$42,158.00

Net County Cost \$0.00

Total this FY \$24,592.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

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

Alison McKee

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

11/15/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/16/2021

Cancel one (1) vacant permanent full-time Library Assistant-Journey Level (3KVB) (represented) position #18481 at salary plan and grade QXX 1030 (\$3,746 - \$4,784); and add one (1) permanent full-time Librarian III (3ATA) (represented) position at salary plan and grade QX5 1002 (\$6,301 - \$7,659) in the Library 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

11/16/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/2/2021

☒ 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~~ ☐ XXXXX

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

DATE 12-07-2021

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: