## **POSITION ADJUSTMENT REQUEST**

NO. <u>25839</u> DATE <u>11/4/2021</u>

	artment No./ get Unit No. 621 Org	No 3751 Agency	v No. 85
epartment <u>Library</u> Budget Unit No. <u>621</u> Org No. <u>3751</u> Agency No. <u>85</u> ction Requested: Increase Library Assistant-Journey Level (3KVB) position number 3235 from 20/40 to 40/40			
, , , , , , , , , , , , , , , , , , ,		Effective Date:	
Classification Questionnaire attached: Yes ☐ No ☒ / Cos			
Total One-Time Costs (non-salary) associated with request:	•		_
Estimated total cost adjustment (salary / benefits / one time):	<del></del>		
Total annual cost \$30,910.00	Net County Cost	\$0.00	
Total this FY \$18,031.00	•	\$0.00	
SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library		<u> </u>	
COORDE OF FORDING TO OFF GET ADJUG TIMENT	T dild		
Department  must initiate  necessary  adjustment  and  submit to  CAO.			
Use additional sheet for further explanations or comments.		Alia a	m Mal/a a
		Aliso	n McKee
		(for) Depa	artment Head
REVIEWED BY CAO AND RELEASED TO HUMAN RESOU	OCES DEDARTMENT		
NEVIEWED DI GAO AND NELEAGED TO HOWAN NEGOCI	CLO DEI ARTIMENT		
	/s/ Julie DiMagg	/s/ Julie DiMaggio Enea	
	Deputy County Adm	Deputy County Administrator	
	S		
Increase the hours of one (1) vacant Library Assistant-Journe grade QXX 1030 (\$3,746 - \$4,784) from part time (20/40) hou	Level (3KVB) (represors to full time (40/40).	ented) position #	TE <u>11/16/2021</u> 6235 at salary plan and
	Level (3KVB) (represors to full time (40/40).	ented) position #	6235 at salary plan and
grade QXX 1030 (\$3,746 - \$4,784) from part time (20/40) hou Amend Resolution 71/17 establishing positions and resolutions allocating classes to the	Level (3KVB) (represors to full time (40/40).	ented) position #	11/16/2021
grade QXX 1030 (\$3,746 - \$4,784) from part time (20/40) hou Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Effective: Day following Board Action.	Level (3KVB) (repressors to full time (40/40).  Basic / Exempt salary schedule	eented) position #	6235 at salary plan and
grade QXX 1030 (\$3,746 - \$4,784) from part time (20/40) hou Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Effective:  Day following Board Action.  Date)  COUNTY ADMINISTRATOR RECOMMENDATION:	/ Level (3KVB) (repressors to full time (40/40).  Basic / Exempt salary schedule  Amanda Monso  (for) Director of Human	eented) position #	11/16/2021
grade QXX 1030 (\$3,746 - \$4,784) from part time (20/40) hou Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Effective: Day following Board Action.  [	Level (3KVB) (repressors to full time (40/40).  Basic / Exempt salary schedule  Amanda Monso  (for) Director of Humanes	eented) position #  on  an Resources  DATE	11/16/2021 Date 12/2/2021
grade QXX 1030 (\$3,746 - \$4,784) from part time (20/40) hou Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Effective: Day following Board Action.  COUNTY ADMINISTRATOR RECOMMENDATION: Approve Recommendation of Director of Human Resource Disapprove Recommendation of Director of Human Resource	Level (3KVB) (repressors to full time (40/40).  Basic / Exempt salary schedule  Amanda Monso  (for) Director of Humanes	eented) position #  on  an Resources  DATE	11/16/2021  Date
grade QXX 1030 (\$3,746 - \$4,784) from part time (20/40) hou Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Effective: Day following Board Action.  [	Level (3KVB) (repressors to full time (40/40).  Basic / Exempt salary schedule  Amanda Monso  (for) Director of Humanes	eented) position #  on  an Resources  DATE  /s/ Julie Di	11/16/2021 Date 12/2/2021
grade QXX 1030 (\$3,746 - \$4,784) from part time (20/40) hou Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Effective: Day following Board Action.  COUNTY ADMINISTRATOR RECOMMENDATION: Approve Recommendation of Director of Human Resource Disapprove Recommendation of Director of Human Resource	Amanda Monso  (for) Director of Huma	ented) position #  on  an Resources  DATE  /s/ Julie Di  (for) Cou	11/16/2021  Date  12/2/2021  Maggio Enea  nty Administrator
grade QXX 1030 (\$3,746 - \$4,784) from part time (20/40) hou Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Effective:  Day following Board Action.  Day following Board Action.  COUNTY ADMINISTRATOR RECOMMENDATION:  Approve Recommendation of Director of Human Resource Disapprove Recommendation of Director of Human Resource Other:	Amanda Monso  (for) Director of Huma	cented) position #  on  an Resources  DATE  /s/ Julie Di  (for) Cou  a Nino, Clerk of the	11/16/2021  Date  12/2/2021  Maggio Enea
grade QXX 1030 (\$3,746 - \$4,784) from part time (20/40) hou  Amend Resolution 71/17 establishing positions and resolutions allocating classes to the  Effective: Day following Board Action.  COUNTY ADMINISTRATOR RECOMMENDATION:  Approve Recommendation of Director of Human Resource  Disapprove Recommendation of Director of Human Resource  Other:  BOARD OF SUPERVISORS_ACTION:	Amanda Monso  (for) Director of Huma	cented) position #  on  an Resources  DATE  /s/ Julie Di  (for) Cou  a Nino, Clerk of the	11/16/2021  Date  12/2/2021  Maggio Enea  Inty Administrator  The Board of Supervisors
grade QXX 1030 (\$3,746 - \$4,784) from part time (20/40) hou Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Effective:  Day following Board Action.  (Date)  COUNTY ADMINISTRATOR RECOMMENDATION:  Approve Recommendation of Director of Human Resource Disapprove Recommendation of Director of Human Resolution Other:  BOARD OF SUPERVISORS ACTION: Adjustment is APPROVED X	Amanda Monso  (for) Director of Huma  Basic / Exempt salary schedule  Amanda Monso  (for) Director of Huma  Basic / Exempt salary schedule  Amanda Monso  (for) Director of Huma  Basic / Exempt salary schedule  Amanda Monso  (for) Director of Huma  Basic / Exempt salary schedule  Amanda Monso  Basic / Exempt salary schedule  Basic / Exempt salary schedule  Amanda Monso  Basic / Exempt salary schedule  Basic / Exempt salary schedule  Amanda Monso  Basic / Exempt salary schedule  Basic / Exempt salar	on  an Resources  DATE  /s/ Julie Di  (for) Cou  a Nino, Clerk of the and Count  Annual Marketine Marketin	11/16/2021  Date  12/2/2021  Maggio Enea  Inty Administrator  The Board of Supervisors by Administrator  The Ween

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION Adjust class(es) / position(s) as follows:

P300 (M347) Rev 3/15/01