

POSITION ADJUSTMENT REQUEST

C.39

NO. 25841
DATE 11/4/2021

Department Library Department No./
Budget Unit No. 620 Org No. 3744 Agency No. 85
Action Requested: Cancel position number 12988, 20/40 Library Literacy Assistant (3KVC); Add 40/40 Senior Library Literacy Assistant (3KTC)

Proposed Effective Date: 12/1/2021Classification 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 \$53,203.00Net County Cost \$0.00Total this FY \$31,035.00N.C.C. this FY \$0.00SOURCE 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 part-time Library Literacy Assistant (3KVC) (represented) position # 12988 at salary plan and grade QXX 1030 (\$3,746 - \$4,784); and add one (1) permanent full-time Senior Library Literacy Assistant (3KTC) (represented) position at salary plan and grade QXX 1341 (\$5,097 - \$6,510) 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~~ ☒Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE 12-07-2021BY 

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: