

# POSITION ADJUSTMENT REQUEST

C.40

NO. 25846  
DATE 11/22/2021

Department Library

Department No./

Budget Unit No. 620 Org No. 3702 Agency No. 85

Action Requested: Cancel position 17293, Clerk-Beginning Level - Project (3KVB) and add one 40/40 Librarian II (3AVD) position

Proposed Effective Date: 1/1/2022

Classification 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 \$48,617.00

Net County Cost \$0.00

Total this FY \$24,308.00

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

11/22/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/23/2021

Cancel one (1) vacant permanent full-time Clerk-Beginning Level-Project (JWX9) (represented) position # 17293 at salary plan and grade 3R5 0693 (\$2,691.14 - \$3,273.45) and add one (1) permanent full-time Librarian II (3AVD) (represented) at salary plan and grade QX5 1001 (\$5,728.82 - \$6,963.42) position at the Library.

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

Effective: ☒ Day following Board Action.

☐ (Date)

Carol Berger

11/23/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/30/2021

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

/s/ Julie DiMaggio Enea

(for) County Administrator

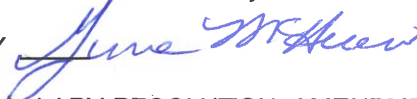
BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒

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