

# POSITION ADJUSTMENT REQUEST

C.21

NO. 25850DATE 12/2/2021Department Clerk-Recorder

Department No./

Budget Unit No. 0043 Org No. 2353 Agency No. 24

Action Requested: Add one Network Administrator II (LNSB) position.

Proposed Effective Date: 12/15/2021Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

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

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

Total annual cost \$185,000.00Net County Cost \$185,000.00Total this FY \$92,000.00N.C.C. this FY \$92,000.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Department budget/Vacancy factor

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

12/2/2021

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Add one Network Administrator II (LNSB) (represented) position at salary plan and grade ZA5 1787 (\$7,950 - \$9,663) in the Clerk-Recorder Department.

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

Effective: ☒ Day following Board Action.☐ \_\_\_\_\_ (Date)

Alycia Leach

12/6/2021

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/8/21☒ 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 \_\_\_\_\_

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: