

POSITION ADJUSTMENT REQUEST

C.33

NO. 25863
DATE 12/14/2021Department Employment and Human ServicesDepartment No./
Budget Unit No. _____ Org No. _____ Agency No. 19

Action Requested: To amend the current salary schedule for the Translator (J9WG) classification within the Employment & Human Services Department. See Attachment A (Dated 12/15/2021)

Proposed Effective Date: 1/12/2022Classification 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 _____

Net County Cost _____

Total this FY _____

N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT

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

Michelle Fregoso 925-608-5025

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dennis Bozanich

12/16/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/20/2021

A salary study was conducted in which 9 Bay Area counties provided salary information for comparable positions. There were 4 matches. The median monthly salary after the inquiry is \$4,930.75. With this, we have a new proposed salary range. Our recommendation is to reallocate the salary of the Translator (J9WG) from 3R5 0847 (\$37,613.146 - \$45,719.000) to \$48,678.480- \$59,169.000.

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

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

Alexandra Austin

12/21/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE _____

- ☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED ☐~~Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE January 11, 2022BY 

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: