

# POSITION ADJUSTMENT REQUEST

C.35

NO. 25865  
DATE 12/17/2021Department Employment and Human Services Department No./  
Budget Unit No. 0501 Org No. 5101 Agency No. 19

Action Requested: ADOPT Position Adjustment Resolution No. 25865 to add one (1) Departmental Fiscal Officer (APSA) (unrepresented) position and cancel one (1) Social Service Fiscal Compliance Accountant (XASH) vacant position # 16288 (represented) in the Administrative Services Bureau of the Employment and Human Services Department (EHSD)

Proposed Effective Date: 2/1/2022Classification 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 (\$5,649.00)Net County Cost (\$339.00)Total this FY (\$2,352.00)N.C.C. this FY (\$141.00)SOURCE OF FUNDING TO OFFSET ADJUSTMENT (60% Federal, 34% State and 6% County)Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Reni Radeva 12/17/2021

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/22/2021

Add one (1) Departmental Fiscal Officer (APSA) position and cancel one (1) Social Service Fiscal Compliance Accountant (XASH) vacant position # 16288 (represented) in the Administrative Services Bureau of the Employment and Human Services Department (EHSD).

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

Effective: ☐ Day following Board Action.☒ 2/1/2022(Date)

Genesis Duenas

12/22/2021

(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: