

POSITION ADJUSTMENT REQUEST

C.36

NO. 47768
DATE 11/23/2021Department Employment and Human Services Department No./
Budget Unit No. 0501 Org No. 5450 Agency No. 19

Action Requested: Add one (1) Clerk-Senior Level (JWXC)(represented) full time position at Salary Plan and Grade 3RX 1033 (\$3758. - \$4800) and cancel (1) Translator (J9WG) (represented) full time position at Salary Plan and Grade 3R5 0847 (\$3134 - \$3810) position #10189

Proposed Effective Date: 1/1/2022Classification 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 \$13,216.00Net County Cost \$1,982.00Total this FY \$6,608.00N.C.C. this FY \$991.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 39% Federal, 46% State, 15% County costDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Marcie Clark

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dennis Bozanich

12/8/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/8/2021

Add one Clerk-Senior Level (JWXC) and cancel one Translator (J9WG) in the Workforce 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.
☐ ____ (Date)

Rebecca Martinez

12/8/2021

(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: