

POSITION ADJUSTMENT REQUEST

C.37

NO. 25861
DATE 12/2/2021Department Employment and Human ServicesDepartment No./
Budget Unit No. 0501 Org No. 5101 Agency No. 19

Action Requested: ADOPT Position Adjustment Resolution No. 25861 to add one (1) Program and Project Coordinator (APHA) (represented) position and cancel one (1) Administrative Services Assistant II-Project (APV2) vacant position # 16733 in the Administrative Services Bureau of the EHSD

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: _____

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

Total annual cost \$39,406.00Net County Cost \$9,844.00Total this FY \$19,704.00N.C.C. this FY \$4,922.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT (58% Federal, 36% State and 6% County)

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

Reni Radeva 7/19/2021

(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 (1) Program and Project Coordinator (APHA) (represented) position and cancel one (1) vacant Administrative Services Assistant II-Project (APV2) vacant position # 16733 in the Administrative Services Bureau of the EHSD

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

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

Alexandra Austin

12/8/2021

(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: