POSITION ADJUSTMENT REQUEST

C.23

NO. <mark>25871</mark>
DATE 1/5/2022

Department No./
Department Department of Information Technology   Budget Unit No. 0147 Org No. 1050 Agency No. ___

Action Requested: Add one (1) Chief of Administrative Services position (APDK) and cancel one (1) Administrative Services Officer position No. 12578 (APDB) in the Department of Information Technology.

Proposed Effective Date: _____

Classification 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 $22,100.00   Net County Cost $22,100.00
Total this FY $5,525.00   N.C.C. this FY $5,525.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% User Departments

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

Marc Shorr
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel   1/6/2022
_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE 1/7/2022

Add one (1) Chief of Administrative Services position (APDK) (Exempt) at Salary Plan and Grade B85 1003 ($9,593.34 - $11,660.76) and cancel one (1) Administrative Services Officer position no. 12578 (APDB) (Not Represented) Salary Plan and Grade B82 1692 ($7,458.06 - $10,030.27) in the Department of Information Technology.

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

Effective: <mark>☒ Day following Board Action.</mark>
            ☐ _____(Date)   Melissa Moglie   1/7/2022
                                _____   _____
                                (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: Monica Nino, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒   DISAPPROVED ☒xxx   and County Administrator

DATE 01-18-2022   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:

P300 (M347) Rev 3/15/01