

POSITION ADJUSTMENT REQUEST

C.32

NO. 25851
DATE 12/2/2021

Department Clerk-Recorder

Department No./
Budget Unit No. 0043 Org No. 2353 Agency No. 24

Action Requested: Reclassify one Network Administrator II position and incumbent (position #13761) to Information Systems Manager (LTNA); and one Election Processing Supervisor position and incumbent (position #14743) to Elections Services Manager (EBSA).

Proposed Effective Date: 1/1/2022

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	<u>\$96,000.00</u>	Net County Cost	<u>\$96,000.00</u>
Total this FY	<u>\$48,000.00</u>	N.C.C. this FY	<u>\$48,000.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Department budget/Vacancy factor

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

Debi Cooper

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

12/2/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/1/2022

Reclassify one Network Administrator II position and incumbent (position #13761) to Information Systems Manager (LTNA); and one Election Processing Supervisor position and incumbent (position #14743) to Elections Services Manager (EBSA).

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

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

Sanyukta Singh

3/1/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/8/21

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

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

Monica Nino, Clerk of the Board of Supervisors
and County Administrator

DATE 03-22-22

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: