

POSITION ADJUSTMENT REQUEST

C.14

NO. 25931
DATE 4/13/2022Department District Attorney Department No./
Budget Unit No. 0242 Org No. 2805 Agency No. 42

Action Requested: Add one (1) part-time (20/40) Deputy District Attorney - Advanced (2KTG) (represented), add one (1) part-time (20/40) Deputy District Attorney - Basic (2KTF) (represented) and cancel one (1) full-time vacant Deputy District Attorney - Advanced (2KTG) (represented) position number 6457.

Proposed Effective Date: 4/27/2022Classification 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 \$0.00Net County Cost \$0.00Total this FY \$0.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT N/ADepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Jason Chan, Chief of Admin. Services

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Paul Reyes

4/14/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/20/2022

Add one (1) part-time (20/40) Deputy District Attorney - Advanced (2KTG) (represented) at salary plan and grade MA2 2261 (\$14,665.45 - \$16,187.91), add one (1) part-time (20/40) Deputy District Attorney - Basic (2KTF) (represented) at salary plan and grade MA2 2062 (\$12,042.69 - \$14,672.84) and cancel one full-time (1) vacant Deputy District Attorney - Advanced (2KTG) (represented) at salary plan and grade MA2 2261 (\$14,665.45 - \$16,187.91)

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

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

Carol Berger

4/20/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

4/28/2022

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

Paul Reyes

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE 05-03-2022BY 

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: