

POSITION ADJUSTMENT REQUEST

NO. 25937
DATE 4/13/2022

Department Employment and Human Services
Department No./ Budget Unit No. 0503 Org No. 5330 Agency No. 19

Action Requested: Add one (1) Social Service Program Analyst (X4SH) position and cancel one (1) Senior Staff Assistant (XQVB) vacant position # 14703 in the Aging and Adult Services Bureau of the Employment and Human Services Department (EHSD).

Proposed Effective Date: 5/1/2022

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: 0.00

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

Total annual cost \$42,995.00 Net County Cost \$23,335.00
Total this FY \$7,165.00 N.C.C. this FY \$2,722.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 12% Federal revenue, 72% State revenue, and a 16% County

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

Bao Tran 4/13/2022

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lara DeLaney 4/26/2022

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/27/2022

ADOPT Position Adjustment Resolution No. 25937 to add one (1) Social Service Program Analyst (X4SH) (represented) position at Salary Plan and Grade KZ5 1642 (\$6,886.79 - \$8,370.93) and cancel one (1) Aging and Adult Services Senior Staff Assistant (XQVB) (represented) vacant position # 14703 at Salary Plan and Grade ZB5 1642 (\$7,231.12 - \$8,789.47)

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

Effective: [x] Day following Board Action.
[] (Date)

Genesis Duenas 4/27/2022

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 5/12/2022

- [x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

/s/ Julie Enea for L. DeLaney

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED []

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

DATE 05-17-2022

BY [Signature]

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: