

POSITION ADJUSTMENT REQUEST

C.28

NO. 25936
DATE 4/19/2022Department Employment and Human Services

Department No./

Budget Unit No. 0501 Org No. 5123 Agency No. 19

Action Requested: Add one (1) Information System Programmer Analyst IV (LPNB) (represented) position and cancel one (1) vacant Senior Social Service Information Systems Analyst (XQVC) (represented) position #4652 in the Employment and Human Services Department (EHSD).

Proposed Effective Date: 5/4/2022Classification 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 \$8,292.00Net County Cost \$497.52Total this FY \$691.00N.C.C. this FY \$42.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 60% Federal Revenue, 34% State Revenue, 6% County

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Reni Radeva 4/19/2022

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lara DeLaney

4/25/2022

(for) Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/26/2022

ADOPT Position Adjustment Resolution No. 25936 to add one (1) Information Systems Programmer Analyst IV (LPNB) (represented) position, at Salary Plan and Grade ZA5 - 1787 (\$7,950 - \$10,654) and cancel one (1) vacant Senior Social Service Information Systems Analyst (XQVC) (represented) position #4652 at Salary Plan and Grade KZ5 - 1873 (\$8,353 - \$9,210) in the Administrative Services Bureau of the Employment and Human Services Department.

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

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

Genesis Duenas

4/26/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

5/11/22☒ 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 ☒ ~~DISAPPROVED ☐~~Monica Nino Clerk of the Board of Supervisors
and County AdministratorDATE 05-17-2022

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: