

**POSITION ADJUSTMENT REQUEST**NO. 25933  
DATE 4/27/2022Department Animal Services Department No./  
Budget Unit No. 0366 Org No. 3336 Agency No. 36

Action Requested: CANCEL two (2) Animal Services Utility Worker (BJWE) vacant positions # 15917 and 12297, and ADD one (1) Veterinary Assistant (BKRA) position and one (1) Animal Center Technician (BJWC) position in the Animal Services Department.

Proposed Effective Date: 5/1/2022Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$37,000.00

Net County Cost \_\_\_\_\_

Total this FY \$3,000.00

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% County GeneralDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Arturo Castillo

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Paul Reyes

4/27/2022

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/3/2022

ADOPT Position Adjustment Resolution No. 25933 to CANCEL two (2) Animal Services Utility Worker (BJWE) (represented) vacant positions # 15917 and 12297 at salary plan and grade QA5 0840 (\$3,112.20 - \$3,782.90); and ADD one (1) Veterinary Assistant (BKRA) (represented) position at salary plan grade QA 1063 (\$3,881.14- \$4,717.55), and one (1) Animal Center Technician (BJWC) (represented) position at salary plan grade QA 1041 (\$3,797.51-\$4,615

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

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

Nancy Phetdaravanh

5/3/2022

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

05/18/22☒ 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 05-24-2022BY 

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: