POSITION ADJUSTMENT REQUEST

C.41

NO. 25967
DATE 5/27/2022

Department No./
Department Board of Supervisors, District III   Budget Unit No. 0001 Org No. 1103 Agency No. 01

Action Requested: reclassify one Board of Supervisors Assistant-General Secretary (J993) (unrepresented) position #2488 and its incumbent to Board of Supervisors Assistant-Specialist (J994) (unrepresented) and increase the hours from part-time (30/40) to full time (40/40) in the Board of Supervisors, District III office

Proposed Effective Date: 6/8/2022

Classification 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 $40,559.00   Net County Cost $40,559.00
           Total this FY $3,089.00   N.C.C. this FY $3,089.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT   100% General Fund

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

Timothy Ewell for Mark Goodwin

_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

	Timothy Ewell	5/28/22
	Deputy County Administrator	Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE _____

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☑ Day following Board Action.
        ☐ _____(Date)

	(for) Director of Human Resources	Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE _____
☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

_____
(for) County Administrator

BOARD OF SUPERVISORS ACTION: Monica Nino, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒   ~~DISAPPROVED~~ ☐   and County Administrator

DATE 06-07-2022   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:

P300 (M347) Rev 3/15/01