

POSITION ADJUSTMENT REQUEST

NO. 25939
DATE 4/1/2022

Department 0355 Department No./ Budget Unit No. 0353 Org No. 2451 Agency No. 24
Action Requested: Reclassify vacant position #14984 from Information Services Specialist I (LTWA) to Information Services Technician I (LTWB).

Proposed Effective Date: 5/1/2022

Classification 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 \$15,720.00 Net County Cost \$15,720.00
Total this FY \$2,620.00 N.C.C. this FY \$2,620.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Within Department Budget

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

Debi Cooper

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea 5/2/2022

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 5/12/2022
Add One (1) Information Systems Technician I (LTWB) Position and Cancel One (1) Information Systems Specialist I (LTWA) Position

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

Effective: Day following Board Action.
 _____(Date)

Alycia Leach 5/12/2022

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 5/6/2022

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

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:
Adjustment is APPROVED ~~DISAPPROVED~~ XXXXXX

Monica Nino, Clerk of the Board of Supervisors 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: