POSITION ADJUSTMENT REQUEST

NO. 25952
DATE 5/12/2022

Department No./

Department Conservation and Development

Budget Unit No. 0280 Org No. 2637 Agency No. 38

Action Requested: Reassign one (1) Economic Development Project Manager (5AHF) position #17958 and its incumbent, from Department 0591 (Econ Dev/Sustainability) to Department 0280 (Conservation and Development), Org 2637 (Economic Development).

Proposed Effective Date: 6/1/2022

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 $0.00		Net County Cost $0.00	
Total this FY $0.00		N.C.C. this FY $0.00	

SOURCE OF FUNDING TO OFFSET ADJUSTMENT NA

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

John Kopchik

_____

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea   5/19/2022

Deputy County Administrator	Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE 5/20/2022

Reassign one (1) Economic Development Project Manager (5AHF) (represented) position #17958 at salary plan and grade ZA5 1005 ($7,960 - $9,676) and its incumbent from Department 0591 (Econ Dev/Sustainability) to Department 0280 (Conservation and Development), Org 2637 (Economic Development).

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

Effective: ☐ Day following Board Action.
            ☒ 6/1/2022(Date)

Melissa Moglie   5/20/2022

(for) Director of Human Resources	Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE   5/19/2022
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources   /s/ Julie Enea
☐ 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