

POSITION ADJUSTMENT REQUEST

NO. 25969
DATE 6/2/2022

Department Library
Department No./ Budget Unit No. 621 Org No. 3784 Agency No. 85
Action Requested: Cancel 20/40 Clerk-Experienced Level position number 18486 and increase 20/40 Clerk-Experienced level position number 18487 to 40/40.

Proposed Effective Date: 7/1/2022

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost (\$21,278.00) Net County Cost \$0.00
Total this FY (\$21,278.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

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

Alison McKee

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea

6/3/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/8/2022

Cancel one part-time 20/40 Clerk-Experienced Level (JWXB) (represented) position number 18486 and increase the hours of one part-time 20/40 Clerk-Experienced Level (JWXB) (represented) position number 18487 at salary plan and grade 3RH 0750 (\$3,401.39 - \$4,220.25) to full-time 40/40

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

Effective: [x] Day following Board Action.
[] (Date)

Amanda Monson

6/8/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6/15/2022

- [x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

/s/ Julie Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED []

Monica Nino Clerk of the Board of Supervisors and County Administrator

DATE 06-21-2022

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: