

POSITION ADJUSTMENT REQUEST

NO. 25987
DATE 6/29/2022

Department Library Department No./
Budget Unit No. 621 Org No. 3783 Agency No. 85

Action Requested: Cancel 20/40 Clerk-Experienced Level position number 18483 and increase 20/40 Clerk-Experienced level position number 18484 to 40/40.

Proposed Effective Date: 7/1/2022

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 (\$21,276.00) Net County Cost \$0.00
Total this FY (\$21,276.00) 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

6/29/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/7/2022

Cancel one (1) part time (20/40) Clerk-Experienced Level (JWXB) (Represented) position number 18484 at salary plan and grade 3RH 0750 (\$3401.39 - \$4,220.24) and increase one (1) part time (20/40) Clerk-Experienced Level (JWXB) (Represented) position 18483 at salary plan and grade 3RH 0750 (\$3401.39 - \$4,220.24) to full time (40/40) at the Walnut Creek Library.

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

Effective: Day following Board Action.
 _____(Date)

Amanda Monson

7/7/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/6/2022

- 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 ~~DISAPPROVED~~

Monica Nino, Clerk of the Board of Supervisors
and County Administrator

DATE 07-26-2022

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: