

POSITION ADJUSTMENT REQUEST

NO. 25992
DATE 6/29/2022

Department Library
Department No./ Budget Unit No. 621 Org No. 3794 Agency No. 85
Action Requested: Increase Library Assistant-Journey Level (3KVB) position number 12994 from 20/40 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: \$0.00
Estimated total cost adjustment (salary / benefits / one time):
Total annual cost \$29,472.00 Net County Cost \$0.00
Total this FY \$29,472.00 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 7/6/2022
Increase Library Assistant-Journey Level (3KVB) (represented) position number 12994 at salary plan and grade QXX 1030 (\$3,746.66 - \$4,784.63) from part time (20/40) 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) Carol Berger 7/6/2022
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 7/6/2022
[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 []
DATE 07-26-2022 BY Monica Nino, Clerk of the Board of Supervisors and County Administrator

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: