

POSITION ADJUSTMENT REQUEST

NO. 25988
DATE 7/11/2022

Department Library
Department No./ Budget Unit No. 0621 Org No. 3785 Agency No. 85
Action Requested: Cancel one 20/40 Clerk Sr. Level (JWXC) position #12697 and increase the hours of one 20/40 Clerk Sr. Level (JWXC) position #12698 to full time in the Dougherty Station Library branch.

Proposed Effective Date: 7/27/2022

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 (\$21,275.00) Net County Cost \$0.00
Total this FY (\$21,275.00) 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.

JE for Alison McKee

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea

7/11/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/13/2022

Cancel one 20/40 Clerk Senior Level (JWXC) position #12697 and increase the hours of one 20/40 Clerk Senior Level (JWXC) position #12698 to full time in the Dougherty Station Library branch.

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

7/13/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/20/2022

- [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 [x] XXXXXXX

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: