POSITION ADJUSTMENT REQUEST

NO. <mark>25993</mark>
DATE 6/29/2022

Department No./
Budget Unit No. 621 Org No. 3798 Agency No. 85

Department Library

Action Requested: Increase Librarian II (3AVB) position number 15910 from 32/40 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: $0.00

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

Total annual cost $18,026.00	Net County Cost	$0.00
Total this FY	$18,026.00	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 one (1) vacant part-time Librarian II (3AVD) (represented) position #15910 at salary plan and grade QX5 1001 ($5,728.82 - $6,963.42) from part time (32/40) to full time (40/40).

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

Effective: ☒ <mark>Day following Board Action.</mark>
             ☐ _____(Date)

Carol Berger   7/6/2022
_____   _____
(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   /s/ Julie Enea
☐ Other: _____

_____
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒   ~~DISAPPROVED~~ ☒ ~~xxx~~

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:

P300 (M347) Rev 3/15/01