

POSITION ADJUSTMENT REQUEST

C.25

NO. 25998
DATE 7/13/2022

Department Office of the Sheriff
Department No./
Budget Unit No. 0300 Org No. 2590 Agency No. 25

Action Requested: CANCEL one (1) full-time Sheriff's Director of Food Services - vacant position #2708; ADD one (1) full-time Sheriff's Director of Support Services.

Proposed Effective Date: 8/1/2022

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 \$0.00 Net County Cost \$0.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Office of the Sheriff Budget

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

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Paul Reyes

7/14/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/27/2022

Cancel one (1) Sheriff's Director of Food Services (64FF) (represented) vacant position No.2708 at salary plan and grade ZA5 1007 (\$8,322.75 - \$10,116.36) and add one (1) Sheriff's Director of Support Services (6AFE) (represented) at salary plan and grade ZA5 1007 (\$8,322.75 - \$10,116.36)

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

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

Gladys Scott Reid

7/27/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/28/2022

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

Paul Reyes

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED [X]

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

DATE 08-02-2022

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: