

# POSITION ADJUSTMENT REQUEST

C.21

NO. 26010  
DATE 7/15/2022

Department Department of Information Technology Department No./  
Budget Unit No. 0147 Org No. 1050 Agency No.     

Action Requested: Delete one Info Sys Programmer Analyst IV (LPNB) pos. number 13964 and Add one Admin Services Asst III (APTA).

Proposed Effective Date: 8/10/2022

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 (\$29,197.00)

Net County Cost \$0.00

Total this FY (\$26,197.00)

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT     

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

Sarah Bunnell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Jason Chan

8/1/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/2/2022

Cancel one (1) vacant Information Systems Programmer Analyst IV (LPNB) (represented) position #13964 at salary plan and grade ZA5-1787 (\$7,950 - \$10,653) and add one (1) full-time Administrative Services Assistant (APTA) (represented) position at salary plan and grade ZB5-1631 (\$6,812 - \$8,280) in the Department of Information Technology.

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

Effective: ☒ Day following Board Action.  
☐ \_\_\_\_\_(Date)

Amanda Monson

8/2/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE     

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other:

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒ XXXX

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

DATE 08-16-2022

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: