

POSITION ADJUSTMENT REQUEST

NO. 26018
DATE 8/18/2022Department LibraryDepartment No./
Budget Unit No. 0621 Org No. 3785 Agency No. 85

Action Requested: Increase Library Assistant-Journey Level (3KVB) position number 12696 from 20/40 to 40/40

Proposed Effective Date: 9/1/2022Classification 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 \$29,472.00Net County Cost \$0.00Total this FY \$24,560.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library FundDepartment 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

8/19/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/23/2022

Increase the hours of one (1) vacant Library Assistant - Journey Level (3KVB) (represented) position #12696 at salary plan and grade QXX 1030 (\$3,933.99 - \$5,023.86) from part time (20/40) hours to full time (40/40).

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

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

Melissa Moglie

8/23/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/5/2022

- ☒
- 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 ☒ ~~DISAPPROVED ☐~~Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE 09-13-2022BY 

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: