

POSITION ADJUSTMENT REQUEST

NO. 26022DATE 9/2/2022Department Office of the County Counsel

Department No./

Budget Unit No. 0030 Org No. 1700 Agency No. 17

Action Requested: Add one (1) full-time Administrative Services Assistant II (APVA) (represented) position and cancel one (1) full-time Assistant County Counsel (2ED1) (unrepresented) position in the Office of the County Counsel.

Proposed Effective Date: 9/14/2022Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: \$250.00

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

Total annual cost (\$194,000.00)Net County Cost (\$23,280.00)Total this FY (\$162,000.00)N.C.C. this FY (\$19,440.00)SOURCE OF FUNDING TO OFFSET ADJUSTMENT Salary Savings

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

Mary Ann McNett Mason

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

9/2/22

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/6/2022

ADOPT Position Adjustment Resolution No. 26022 to ADD one (1) full-time Administrative Services Assistant II (APVA) (represented) position at salary level ZB5 1475 (\$6,129.06-7,449.91) and cancel one (1) full-time Assistant County Counsel (2ED1) (unrepresented) position No. 6267 at salary level B8E 2385 (\$16,069.35-\$19,532.39) in the Office of the County Counsel.

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

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

Carol Berger

9/6/2022

(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~~ ☒Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE 09-20-2022BY 

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: