

# POSITION ADJUSTMENT REQUEST

NO. 26031  
DATE 9/7/2022

Department Human Resources

Department No./  
Budget Unit No. \_\_\_\_\_ Org No. \_\_\_\_\_ Agency No. \_\_\_\_\_

Action Requested: Reallocate the salary of the Human Resources Analyst (AGTF) and the Employee Benefits Analyst (AGVG) on the salary schedule at salary plan and grade B85 1631 (\$7,433 - \$10,982) and leave all employees in the step that equals current compensation rate

Proposed Effective Date: 10/1/2022

Classification Questionnaire attached: Yes ☐ No ☐ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

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

Total annual cost \$151,315.00

Net County Cost \$151,315.00

Total this FY \$0.00

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.

Gladys Scott Reid

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/7/2022

Reallocate the salary of the Human Resources Analyst (AGTF) and the Employee Benefits Analyst (AGVG) on the salary schedule at salary plan and grade B85 1631 (\$7,433 - \$10,982) and leave all employees in the step that equals current compensation rate

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

Effective: ☐ Day following Board Action.

☒ 10/1/2022 (Date)

Gladys Scott Reid

9/7/2022

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 9/15/2022

- ☒ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other: \_\_\_\_\_

Jason Chan

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒

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

DATE 09-20-2022

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: