

POSITION ADJUSTMENT REQUEST

NO. 26066
DATE 10/31/2022

Department Library Department No./ Budget Unit No. 0621 Org No. 3754 Agency No. 85
Action Requested: Add one 40/40 Librarian II (3AVD) position and one 20/40 Library Assistant-Journey Level (3KVB) position to the Library.

Proposed Effective Date: 1/1/2023

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 \$168,132.00 Net County Cost \$0.00
Total this FY \$84,066.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT City of Pleasant Hill

Department 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

11/1/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/2/2022

Add one (1) Librarian II (3AVD) (represented) 40/40 position at salary plan and grade QX5 1001 (\$6,015.26 - \$7,311.59) and one (1) Library Assistant-Journey Level (3KVB) (represented) part-time (20/40) position at salary plan and grade QXX 1030 (\$3,933.99 - \$5,023.86) in the Library.

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

Effective: Day following Board Action.
 _____(Date)

Carol Berger

11/2/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/4/2022

- 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 Administrator

DATE 11-08-2022

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: