

# POSITION ADJUSTMENT REQUEST

NO. 26064  
DATE 10/25/2022

Department Clerk-Recorder-Elections

Department No./

Budget Unit No. 0355 Org No. 0355 Agency No. 024

Action Requested: Add one (1) Clerk-Recorder Services Specialist position (EATA, represented), salary plan and grade 3R5-1269 (\$4,998.18-\$6075.32), and cancel one (1) vacant Clerk-Specialist Level position (#11957, JW XD, represented), salary plan 3RX-1156 (\$4,457.54-\$5,692.46).

Proposed Effective Date: 12/1/2022

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 \$4,594.25

Net County Cost \$4,594.25

Total this FY \$2,679.98

N.C.C. this FY \$2,679.98

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Costs are within the department's operating budget.

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

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea

10/31/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/18/2022

Add one (1) Clerk-Recorder Services Specialist (EATA) (represented) position at salary plan and grade 3R5-1269 (\$4,998.18-\$6075.32), and cancel one (1) vacant Clerk-Specialist Level (JW XD) (represented) position number 11957 salary plan 3RX-1156 (\$4,457.54-\$5,692.46) in the Clerk-Recorder Department.

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_ (Date)

Gladys Reid

11/18/2022

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/22/2022

☒ 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 Nov 29 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: