

POSITION ADJUSTMENT REQUEST

C.34

NO. 26069
DATE 11/8/2022

Department Probation

Department No./

Budget Unit No. 0309 Org No. 3120 Agency No. 30

Action Requested: Increase the hours of one vacant Institutional Services Worker-Generalist (Position #807) from 20/40 to 40/40.

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 \$30,000.00

Net County Cost \$30,000.00

Total this FY \$17,500.00

N.C.C. this FY \$17,500.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Current OT costs

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

Sarah Shkidt

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E. Farrell (for Paul Reyes)

11/8/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/9/2022

ADOPT Position Adjustment Resolution No. 26069 to increase the hours of one vacant Institutional Services Worker-Generalist (1KVD) Position #807 at salary plan and grade TB5-0922 (\$3,544 - \$4,308) from 20/40 to 40/40.

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

Effective: ☒ Day following Board Action.

☐ _____(Date)

Christine Bissada

11/9/2022

(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~~ ~~XXXXXX~~

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

DATE 11-29-2022

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: