

POSITION ADJUSTMENT REQUEST

C.17

NO. 26071
DATE 11/15/2022

Department Clerk-Recorder-Elections
Department No./
Budget Unit No. 0043 Org No. 2353 Agency No. 024

Action Requested: Add one limited term (1) Elections Services Supervisor position (ALHB, represented), salary plan and grade ZA5-1406 (\$5,724-\$6,957) to shadow retiring employee.

Proposed Effective Date: 12/1/2022

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$6,957.94 Net County Cost \$6,957.94
Total this FY \$27,831.72 N.C.C. this FY \$27,831.72

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 11/15/2022

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 11/29/2022
ADOPT Position Adjustment Resolution No. 26071 to add one (1) Elections Services Supervisor (ALHB, represented) position at salary plan and grade ZA5-1406 (\$5,724-\$6,957), for the limited period pending the announced retirement of an incumbent Elections Services Supervisor.

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

Effective: [x] Day following Board Action.
[] (Date)

Nancy Phetdaravanh 11/29/2022
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 11/22/2022

- [x] 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 [x] DISAPPROVED [] XXX

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

DATE 12-06-2022

BY [Signature]

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: