

POSITION ADJUSTMENT REQUEST

NO. 26076
DATE 11/28/2022

Department Library
Department No./ Budget Unit No. 0621 Org No. 3764 Agency No. 85
Action Requested: DOWNGRADE position 17007 from Librarian II (3AVD) to Librarian I (3AWB) and INCREASE hours from 32/40 to 40/40.

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 \$10,324.00 Net County Cost \$0.00
Total this FY \$6,022.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

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

12/1/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/2/2022

Cancel one (1) vacant 32/40 Librarian II (3AVD) (Represented) position 17007 at salary plan and grade QX5 1001 (\$6,015 - \$7,311) and add one (1) Librarian I (3AWB) position at salary plan and grade QX5 1000 (\$5,468 - \$6,647) in the Library Department.

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

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

Amanda Monson

12/2/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/8/2022

- [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 []

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

DATE 12-13-2022

BY June McHuen, Deputy Clerk

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: