

POSITION ADJUSTMENT REQUEST

NO. 26078
DATE 11/29/2022

Department Library Department No./
Budget Unit No. 0620 Org No. 3702 Agency No. 85

Action Requested: Add one (1) part time (32/40) Library Assistant-Journey Level (3KVB) position.

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 \$70,788.00 Net County Cost \$0.00
Total this FY \$35,394.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Measure X and 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
Add one (1) part time (32/40) Library Assistant-Journey Level (3KVB) (represented) at salary plan and grade QXX 1030 (\$3,933.99 - \$5,023.86) in the Library Department.

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

Effective: Day following Board Action.
 _____(Date)

Carol Berger 12/2/2022

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 12/8/2022

- 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~~ ~~XXXX~~

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: