

POSITION ADJUSTMENT REQUEST

26075
C,31

NO. 26075
DATE 11/29/2022

Department Assessor's Office

Department No./
Budget Unit No. 0016 Org No. 1645 Agency No. 16

Action Requested: Add one (1) Assessor's Local Exemptions Specialist (JWSR) (represented) position and cancel (1) vacant Clerk-Specialist Level (JWXD) (represented) position (Pos. No.18813) in the Assessor's Office

Proposed Effective Date: 12/13/2022

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

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost \$6,696.00 Net County Cost \$6,696.00
Total this FY \$3,906.00 N.C.C. this FY \$3,906.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund

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

Gus Kramer

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

11/30/22

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/30/2022

Add one (1) Assessor's Local Exemptions Specialist (JWSR) (represented) position and cancel (1) vacant Clerk-Specialist Level (JWXD) (represented) position (Pos. No.18813) in the Assessor's Office

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

Effective: Day following Board Action.
 _____(Date)

Alycia Leach

11/30/2022

(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~~

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: