

POSITION ADJUSTMENT REQUEST

NO. 26089
DATE 12/20/2022

Department Conservation and Development
Department No./ Budget Unit No. 0280 Org No. 2636 Agency No. 38

Action Requested: Add one (1) Administrative Services Assistant II position

Proposed Effective Date: 1/10/2023

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 \$130,777.98 Net County Cost
Total this FY N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 25% Federal, 25% State and 50% County revenues

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

/s/ John Kopchik

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea

12/27/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/4/2023

ADOPT Position Adjustment Resolution No. 26089 to add one (1) Administrative Services Assistant II (APVA) (represented) at salary plan and grade level ZB5-1475 (\$6,129.06 - \$7,449.91) in the Department of Conservation and Development.

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

Effective: [X] Day following Board Action.

[] (Date)

Christine Bissada

1/4/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/5/2023

- [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 [X]

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

DATE 01-10-2023

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: