

POSITION ADJUSTMENT REQUEST

NO. 26055  
DATE 10/5/2022

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

Action Requested: ADD one (1) Elections Services Supervisor position (ALHB, represented), salary plan and grade ZA5 - 1406 (\$5,724-\$6,957); CANCEL one (1) vacant Information Systems Technician I position 12584 (LTWB, represented), salary plan and grade TB5-1408 (\$5,735-\$6,971).

Proposed Effective Date: 11/1/2022

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 (\$165.51) Net County Cost \_\_\_\_\_  
Total this FY (\$110.89) N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings

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 DiMaggio Enea 10/14/2022

\_\_\_\_\_  
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/27/2022

ADOPT Position Adjustment Resolution No. 26055 to add one (1) Elections Services Supervisor position (ALHB, represented), salary plan and grade ZA5-1406 (\$5,724-\$6,957) and cancel one (1) vacant Information Systems Technician I position (#12584), (LTWB, represented), salary plan and grade TB5-1408 (\$5,735-\$6,971) in the Clerk-Recorder-Elections Department.

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

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

Nancy Phetdaravanh 12/21/2022  
\_\_\_\_\_  
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 10/27/2022

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: \_\_\_\_\_

/s/ Julie DiMaggio Enea

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

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

DATE 1-10-2023

BY 

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: