

POSITION ADJUSTMENT REQUEST

NO. 26067
DATE

Department Dept of Child Support Services Department No./
Budget Unit No. 0249 Org No. 1780 Agency No. A40

Action Requested: Delete one (1) Child Support Specialist I (SMWF) pos # 3606, Delete one (1) Administrative Services Assistant II (APVA) pos #17040 and Add one (1) Information Systems Manager I (LTNA).

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 (\$35,183.00) Net County Cost \$0.00

Total this FY (\$17,592.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Fully funded by Federal/State grants: zero cost to CGF

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

Jessica Shepard

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

12/19/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/22/2022

Delete one (1) Child Support Specialist I (SMWF) pos # 3606, Delete one (1) Administrative Services Assistant II (APVA) pos #17040 and Add one (1) Information Systems Manager I (LTNA).

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

Effective: Day following Board Action.

_____(Date)

Sanyukta Mohan Singh

12/22/2022

(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 01-17-2023

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: