

POSITION ADJUSTMENT REQUEST

NO. 26077
DATE 11/28/2022

Department Library
Department No./ Budget Unit No. 0621 Org No. 3793 Agency No. 85
Action Requested: Increase Librarian II (3AVD) (represented) position number 17004 from 32/40 to 40/40 and cancel one (1) (vacant) Clerk-Senior Level (JWXC) (represented) part-time 20/40 position number 6050.

Proposed Effective Date: 1/1/2023

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 (\$33,394.00) Net County Cost _____

Total this FY (\$16,697.00) N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 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 1/3/2023

Increase Librarian II (3AVD) (represented) position number 6023 at salary plan and grade QX5 1001 (\$6,015.26- \$7,311.59) from 32/40 to 40/40 and cancel one (1) (vacant) Clerk-Senior Level (JWXC) (represented) part-time (20/40) at salary plan and grade 3RX 1033 (\$3,946.43 - \$5,039.75) 20/40 position number 6050

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

Effective: [X] Day following Board Action. [] (Date)

Carol Berger

1/3/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/8/2022

- [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 []

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

BY

[Signature]

DATE 01-17-2023

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: