

POSITION ADJUSTMENT REQUEST

NO. 26094
DATE 12/1/2022

Department Public Defender's Office
Department No./ Budget Unit No. 0243 Org No. 2909 Agency No. 43
Action Requested: Add one (1) full-time Legal Assistant (2Y7B) (represented) position in the Public Defender's Office..

Proposed Effective Date: 1/1/2023

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

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$101,853.23 Net County Cost \$0.00
Total this FY \$50,926.62 N.C.C. this FY \$0.00

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.

Erica Ellis Zielinski
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E.Farrell (for Paul Reyes) 12/02/2022
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 12/30/2022
Add one (1) full-time Legal Assistant (2Y7B) (represented) position at salary plan and grade ZB5 1337 (\$5,346.29 - \$6,498.45) in the Public Defender's Office.

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

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

Melissa Moglie 12/30/2022
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 1/11/2023
[X] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:
Paul Reyes
(for) County Administrator

BOARD OF SUPERVISORS ACTION:
Adjustment is APPROVED [X] DISAPPROVED [X]

DATE 01-17-2023

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