

POSITION ADJUSTMENT REQUEST

NO. 26102
DATE 1/3/2023

Department Employment and Human Services
Department No./ Budget Unit No. 0502 Org No. 5216 Agency No. 19
Action Requested: Add three (3) Social Casework Assistant (XDVB) (represented) and cancel one (1) Eligibility Worker I (XHWA) (represented), one (1) Clerk-Experienced Level (JWXB) (represented), and one (1) Children's Clerical Specialist (J9SC) (represented) in the Children and Families Services Bureau of the Employment and Human Services Department.

Proposed Effective Date: 1/17/2023

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 \$145,192.00 Net County Cost \$14,730
Total this FY \$72,597.00 N.C.C. this FY \$2,903.88

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 28% Federal, 68% State, and 4% County

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

Bao Tran 1/3/2023

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for 1/10/2023

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/11/2023

See attached document for HR Recommendations

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

Effective: [X] Day following Board Action.

[ ] (Date)

Amanda Monson

1/11/2023

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 2-1-23

- [X] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other:

Danielle Fokema
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED [X] XXX

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

DATE 02-07-2023

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: