

POSITION ADJUSTMENT REQUEST

NO. 26088
DATE 12/20/2022

Department Conservation and Development
Department No./ Budget Unit No. 0280 Org No. 2601 Agency No. 38

Action Requested: Add one (1) Account Clerk - Experienced Level position, add one (1) Secretary - Advanced Level position, and cancel (1) Network Administrator - I position

Proposed Effective Date: 1/10/2023

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 \$43,441.13 Net County Cost

Total this FY N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Land Development Fund

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

/s/ John Kopchik

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea

12/27/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/11/2023

Add one (1) Account Clerk - Experienced Level (JDVC) (represented) position at a salary plan and grade 3RH-0755 (\$3,924.19 - \$4,864.83), add one (1) Secretary - Advanced Level (J3TG) position at a salary plan and grade 3R2-1163 (\$4,636.31 - \$5,934.87), and cancel one (1) Network Administrator - I (LNSA) (represented) position (Position # 00017185) at a salary plan and grade ZA5-1694 (\$7,613.18 - \$9,253.86) in the Department of Conservation

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

1/5/2023

- [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 [X]

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

DATE 02-07-2023

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: