

POSITION ADJUSTMENT REQUEST

NO. 26097
DATE 1/3/2023

Department District Attorney
Department No./ Budget Unit No. 0242 Org No. 2800 Agency No. 42

Action Requested: ADOPT Position Adjustment Resolution No. 26097 to add one (1) Planner and Evaluator – Level B (VCXD) (represented) position at salary plan and grade ZB2 1323 (\$5,432.19 – \$8,901.27) and cancel one (1) vacant Administrative Services Assistant III (APTA) (represented) position in the District Attorney's Office.

Proposed Effective Date: 01/18/2023

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 \$0.00 Net County Cost \$0.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund

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

Monica Carlisle

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E.Farrell (for Paul Reyes)

1/5/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/11/2023

Add one (1) Planner and Evaluator – Level B (VCXD) (represented) position at salary plan and grade ZB2 1323 (\$5,432.19 – \$8,901.27), and cancel one (1) vacant Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5 1631 (\$7,152.79 - \$8,694.26) position #18830 in the District Attorney'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)

Amanda Monson

1/11/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 2/1/2023

- [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:

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

Adjustment is APPROVED [x] DISAPPROVED []

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: