

POSITION ADJUSTMENT REQUEST

NO. 26086
DATE 12/22/2022

Department Risk Management Department
Department No./ Budget Unit No. 0150 Org No. 1505 Agency No. 02

Action Requested: Reallocate the salary of Assistant Risk Manager (AJDP) from seven step salary plan and grade B85 1804 (\$8,492.47 – \$11,380.72) to 5 step salary plan and grade B85 XXXX (\$9,362.95 - \$11,380.73) and place the incumbent employee #86865 (Position #6419) at the new step 1, in the Risk Management Department.

Proposed Effective Date: 3/1/2023

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 \$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 _____

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

Karen Caoile, Director

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Jason Chan

1/30/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

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

Effective: [x] Day following Board Action.

[] _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE _____

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

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED []xxxxxx

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

DATE 02-28-2023

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: