

POSITION ADJUSTMENT REQUEST

NO. 26117
DATE 1/26/2023

Department County Administrator's Office
Department No./ Budget Unit No. 003 Org No. 1220 Agency No. 03

Action Requested: ADOPT Position Adjustment Resolution No. 26117 to reallocate the salary of the Labor Relations Assistant (AD7C) (unrepresented) from the six step salary plan and grade B85 1106 (\$5,196.96 - \$6,632.78) to a revised five step salary plan and grade \$5,729.65 - \$6,964.42 and place EE# 88238 at the new step 2, in the County Administrator's Office.

Proposed Effective Date: 2/8/2023

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 \$10,106 Net County Cost \$10,106
Total this FY \$0.00 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.

David Sanford, Chief of Labor Relation

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Monica Nino

1/26/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/9/2023

Retitle and reallocate the salary for the Labor Relations Assistant (AD7C) (unrepresented) classification to Labor Relations Technician from the six step salary plan and grade B85 1106 (\$5,196.96 - \$6,632.78) to a revised five step salary plan and grade \$5,729.65 - \$6,964.42, and place current incumbent (EE# 88238) at the new step 2 in the County Administrator'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

2/9/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

- [X] 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 [ ]

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

DATE 2-28-23

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: