

POSITION ADJUSTMENT REQUEST

NO. 26124
DATE 2/10/2023

Department Employment and Human Services
Department No./ Budget Unit No. 0502 Org No. 5216 Agency No. 19

Action Requested: ADOPT Position Adjustment Resolution No. 26124 to add one (1) Employment and Human Services Division Manager (XADD) (represented) at Salary Plan and Grade ZA2 1841 (\$9,072.35- \$11,613.75) in the Children and Family Services Bureau of the Employment and Human Services Department (EHSD).

Proposed Effective Date: 1/1/2022

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 \$49,292.00 Net County Cost \$37,462.00
Total this FY \$14,531.00 N.C.C. this FY \$12,487.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 9% Federal, 72% State, 19% County cost

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

Marcie Clark

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

2/22/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/22/2023

Add one Employment and Human Services Division Manager (XADD) (represented) at Salary Plan and Grade ZA2 1841 (\$9,072.35- \$11,613.75), for a limited period through July 31, 2023, pending the announced retirement of an incumbent in the Children and Family Services Bureau of the Employment and Human Services Department (EHSD).

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

Effective: [x] Day following Board Action.
[] (Date)

Gladys Reid

2/22/2023

(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 []

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

DATE 03-07-2023

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: