POSITION ADJUSTMENT REQUEST

NO. 26128
DATE 2/21/2023

Department Library

Department No./
Budget Unit No. 0621 Org No. 3783 Agency No. 85

Action Requested: Cancel 40/40 Librarian III (3ATA) position 18580 and Add one 40/40 Librarian II (3AVD) position

Proposed Effective Date: 3/1/2023

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: $0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost	($9,373.00)	Net County Cost	$0.00
Total this FY	($3,124.00)	N.C.C. this FY	$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

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

Alison McKee
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea   3/6/2023
_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE 3/7/2023
Cancel one (1) Librarian III (3ATA) (represented) position #18580 at salary plan and grade QX5 1002 ($6,616 - $8,042) and add one (1) Librarian II (3AVD) (represented) position at salary plan and grade QX5 1001 ($6,015 - $7,311) in the Library.

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

Effective: ☒ Day following Board Action.
               ☐ _____(Date)

Amanda Monson   3/7/2023
_____   _____
(for) Director of Human Resources   Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE   3/16/2023
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources   /s/ Julie Enea
☐ Other: _____
                                                    _____
                                                    (for) County Administrator

BOARD OF SUPERVISORS ACTION: Monica Nino, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒   DISAPPROVED ☒xxxx   and County Administrator

DATE 03-21-2023   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:

P300 (M347) Rev 3/15/01