

POSITION ADJUSTMENT REQUEST

C.22

NO. 26143
DATE 3/14/2023

Department Office of the Sheriff
Department No./ Budget Unit No. 0255 Org No. 2557 Agency No. 25
Action Requested: Adopt Personnel Adjustment Resolution No. 26143 to add one (1) Criminalist III (6DTA) position to the Support Services Bureau – Forensic Services Division – Latent Print Unit.

Proposed Effective Date: 7/1/2023

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 100% RAN Board Funded

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

Melissa Klawuhn

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E. Farrell (for Paul Reyes)

3/31/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/12/2023

Add one (1) Criminalist III (6DTA) (represented) position at a salary plan and grade VN5 1922 (\$10,707.84 – \$13,340.83).

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

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

Seantea Stewart

4/12/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

4/19/2023

- [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:

Adjustment is APPROVED [x] DISAPPROVED [] XXXXX

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

DATE 04-24-23

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: