

POSITION ADJUSTMENT REQUEST

NO. 26071
DATE 11/9/2022

Department Probation
Department No./ Budget Unit No. 0308 Org No. 3036 Agency No. 30
Action Requested: Establish the Probation Community Associate I project classification, and add three (3) Probation Community Associate project positions to the Probation Department.

Proposed Effective Date: 12/1/2022

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 \$225,941.00 Net County Cost \$0.00
Total this FY \$188,284.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% StateCommunity Corrections Performance Incentives Act

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

Sarah Shkidt

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E. Farrell (for P. Reyes)

11/14/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/8/2023

Establish the Probation Community Associate - Project classification (7CW1) at salary plan and grade TB5 1002 (\$3,552 - \$4,318), and add three (3) positions to the Probation Department.

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

Effective: [x] Day following Board Action.

[ ] (Date)

Alycia Leach

2/8/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

8/3/2023

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

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

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

Adjustment is APPROVED [x] DISAPPROVED [x]

DATE 08-08-2023

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: