

POSITION ADJUSTMENT REQUEST

26169  
NO. 26169  
DATE 7/7/2023

Department Clerk-Recorder-Elections Department No./  
Budget Unit No. 0043 Org No. 2353 Agency No. 24

Action Requested: CANCEL one (1) vacant Elections Outreach Coordinator position (position #12721, EBHA, represented), salary plan and grade ZA5-1406, (\$6010.53-\$7305.83) and ADD one (1) Elections Services Supervisor position (ALHB, represented), salary plan and grade ZA5-1406 (\$6010.53-\$7305.83)

Proposed Effective Date: 8/1/2023

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 \$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 Cost Neutral

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

Kristin B. Connelly

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea

7/21/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/1/2023

Candle one (1) vacant Elections Outreach Coordinator (EBHA) position #12721, salary plan and grade ZA5-1406, (\$6010.53-\$7305.83) and Add one (1) Elections Services Supervisor position (ALHB), salary plan and grade ZA5-1406 (\$6010.53-\$7305.83)

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

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

Sanyukta Mohan Singh

8/1/2023

(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:

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

Adjustment is APPROVED  ~~DISAPPROVED~~  XXX

DATE 08-08-2023

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: