

POSITION ADJUSTMENT REQUEST

NO. 26180
DATE 7/20/2023

Department Probation Department No./
Budget Unit No. 0308 Org No. 3000 Agency No. 30
Action Requested: Add one (1) Assistant County Probation Officer-Exempt (7AB1), and cancel one (1) Assistant County Probation Officer-Exempt (7AB1) (position 15537) effective January 31, 2024.

Proposed Effective Date: 9/1/2023

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 \$176,310.00 Net County Cost \$176,310.00

Total this FY \$176,310.00 N.C.C. this FY \$176,310.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Savings from vacancies for this one-time need

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

Enid Mendoza

8/7/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/8/2023

Add one (1) Assistant County Probation Officer-Exempt (7AB1), and cancel one (1) Assistant County Probation Officer-Exempt (7AB1) (position 15537) effective January 31, 2024.

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

Effective: Day following Board Action.
 _____(Date)

Seantea Stewart

8/8/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

8/10/23

- 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 ~~DISAPPROVED~~ XXXXXXXXX

BY

DATE 08-15-2023

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: