

POSITION ADJUSTMENT REQUEST

NO. 26171
DATE 7/19/2023

Department Office of the Sheriff
Department No./ Budget Unit No. 0255 Org No. 2500 Agency No. 25
Action Requested: CANCEL one (1) full-time Administrative Services Assistant II (APVA) (represented) vacant position no. 14921 at salary plan and grade ZB5 1475 (\$6,435.51 - \$7,822.41) and ADD one (1) full-time Sheriff's Specialist (64VE) (represented) position at salary plan and grade VN5 1285 (\$5,983.77 - \$7,455.14) to the Office of the Sheriff.

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 (\$6,768.00) Net County Cost (\$6,768.00)
Total this FY (\$6,204.00) N.C.C. this FY (\$6,204.00)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \$6,768 annual savings, \$1,086 is retirement

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

Jad Keileh

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza 7/24/2023

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/3/2023

ADOPT Personnel Adjustment Resolution No. 26171 to cancel one (1) full-time Administrative Services Assistant II (APVA) (represented) vacant position no. 14921 at salary plan and grade ZB5 1475 (\$6,435 - \$7,822) and ADD one (1) full-time Sheriff's Specialist (64VE) (represented) position at salary plan and grade VN5 1285 (\$5,983 - \$7,455) to the Office of the Sheriff.

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

Effective: Day following Board Action.
 _____(Date)

Christine Bissada 8/3/2023

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 8/8/2023

- Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other:

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ~~DISAPPROVED~~ XXXX

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

DATE 08-15-2023

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: