

POSITION ADJUSTMENT REQUEST

NO. 26177
DATE 8/1/2023

Department Library Department No./
Budget Unit No. 620 Org No. 3702 Agency No. 85
Action Requested: Add one (1) part-time 32/40 Driver Clerk (9QWA) position and cancel one (1) vacant part-time 32/40
Library Assistant-Journey Level (3KVB) position 19551.

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 (\$62.00) Net County Cost (\$600.00)
Total this FY (\$57.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

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

Alison McKee

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/4/2023

Cancel one (1) vacant part time (32/40) Library Assistant-Journey Level (3KVB) (represented) position number 19551 at salary plan and grade QXX 1030 (\$4,130.69 - \$5,275.06) and add one (1) part time (32/40) Driver Clerk (9QWA) (represented) position at salary plan and grade TB5 1026 (\$4,125.81 - \$5,014.94) in the Library.

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

Effective: Day following Board Action.
 _____(Date)

Carol Berger

8/4/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 8/10/2023

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

/s/ Julie Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ~~DISAPPROVED~~ XXXX

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

DATE 8-15-2023

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: