

POSITION ADJUSTMENT REQUEST

NO. 26302DATE 7/10/2024Department Board of Supervisors (District II)

Department No./

Budget Unit No. 0001 Org No. 1102 Agency No. 01

Action Requested: ADD one (1) Board of Supervisors - Specialist (J994) to Supervisorial District II

Proposed Effective Date: 7/23/2024Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$187,115.00Net County Cost \$187,115.00Total this FY \$171,522.00N.C.C. this FY \$171,522.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT _____

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Candace Andersen

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy Ewell

7/10/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/17/2024

Add one (1) full-time (40/40) Board of Supervisors Assistant - Specialist (J994) (unrepresented) position at salary plan and grade B85 1652 (\$8,054.74-\$9,324.36) in the Board of Supervisors - District II office.

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

Effective: ☒ Day following Board Action.☐ _____(Date)

Melissa Moglie

7/17/2024

(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:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE 07-23-2024BY 

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: