

271

POSITION ADJUSTMENT REQUEST

NO. 26257
DATE 1/3/2024

Department Clerk-Recorder-Elections

Department No./

Budget Unit No. 0043 Org No. 2353 Agency No. 24

Action Requested: Adopt Position Adjustment Resolution No. 26257 to add two (2) Elections Outreach Specialist (EBHA) positions, at salary grade and plan ZA5-1406 positions in the Clerk-Recorder-Elections Department.

Proposed Effective Date: 1/1/2024

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 \$221,198.36

Net County Cost \$221,198.36

Total this FY \$110,599.18

N.C.C. this FY \$110,599.18

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund (Measure X Funding, AIR# 23-1092)

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

1/8/24

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/29/2024

Add two (2) Elections Outreach Specialist (EBHA) positions at salary plan and grade ZA5 1406 (\$6,010 - \$7,305) in the Clerk-Recorder-Elections Department

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

Effective: ☒ Day following Board Action.

☐ _____ (Date)

Gladys Reid

5/29/2024

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

5/29/2025

☒ 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:

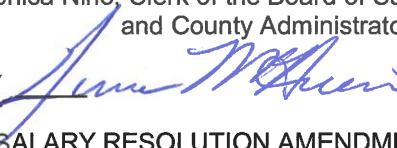
Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE

June 4 2024

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: