

POSITION ADJUSTMENT REQUEST

NO. 26331
DATE 9/3/2024Department Probation

Department No./

Budget Unit No. 0308 Org No. 3000 Agency No. 30

Action Requested: ADOPT Position Adjustment Resolution No. 26331 to add three (3) Probation Director positions (7BFA) at salary plan and grade B25 1972 (\$11,826.78 - \$15,094.30) effective October 1, 2024 and cancel three (3) Probation Director positions (13281, 13282 & 18840) effective April 1, 2025.

Proposed Effective Date: 10/1/2024Classification 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 _____

Net County Cost \$544,000Total this FY \$554,000.00N.C.C. this FY \$544,000.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT GF

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

E. Farrell (for Enid Mendoza)

9/18/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/23/2024

Add three (3) Probation Director positions (7BFA) (unrepresented) at salary plan and grade B25 1972 (\$11,826.78 - \$15,094.30) effective October 9, 2024 and cancel three (3) Probation Director (7BFA) (unrepresented) positions (13281, 13282 & 18840) effective April 1, 2025.

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

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

Gladys Reid

9/23/2024

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 10/3/2024

- ☒ 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~~ ☒Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE 10-08-2024BY 

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: