

POSITION ADJUSTMENT REQUEST

C.138

NO. 26326

DATE 8/9/2024

Department Employment & Human Services

Department No./

Budget Unit No. 0035 Org No. 1351 Agency No. 5

Action Requested: Adopt resolution to reclassify one (1) Human Resources Analyst (AGTF) position (20516) to one (1) Human Resources Technician (AG7B) position within the Human Resources Department, as a dedicated resource for the Employment and Human Services Department.

Proposed Effective Date: 9/11/2024

Classification Questionnaire attached: Yes [ ] No [x] / Cost is within Department's budget: Yes [x] No [ ]

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost (\$87,856.00)

Net County Cost \$0.00

Total this FY (\$21,964.00)

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% funded by EHSD

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

Chris Miller on behalf of Ann Elliott

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Chrystine Robbins (for)

9/5/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/4/2024

Adopt resolution to reclassify one (1) Human Resources Analyst (AGTF) position (20516) to one (1) Human Resources Technician (AG7B) position within the Human Resources Department, as a dedicated resource for the Employment and Human Services Department.

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

Effective: [x] Day following Board Action.

[ ] (Date)

Chris Miller on behalf of Ann Elliott

9/4/2024

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/25/2024

[x] Approve Recommendation of Director of Human Resources

[ ] Disapprove Recommendation of Director of Human Resources

[ ] Other: \_\_\_\_\_

Jason Chan

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED [ ]

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

DATE 09-10-2024

BY

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows: