

POSITION ADJUSTMENT REQUEST

NO. 26267
DATE 2/23/2024

Department Human Resources Department
Department No./ Budget Unit No. Org No. Agency No.

Action Requested: Establish the classification of Chief of Administrative Services I - Exempt at salary plan and grade B85 1017 (\$10,073.00 - \$12,243.80) and re-title the Chief of Administrative Services - Exempt classification to the Chief of Administrative Services II - Exempt at salary plan and grade B85 1018 (\$12,855.98 - \$14,173.72)

Proposed Effective Date: 3/20/2024

Classification Questionnaire attached: Yes No X / 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 \$0.00
Total this FY N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT

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

Gladys Reid

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

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Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/23/2024

Establish the classification of Chief of Administrative Services I - Exempt (APD6) at salary plan and grade B85 1017 (\$10,073.00 - \$12,243.80) and re-title the Chief of Administrative Services - Exempt (APD4) classification to Chief of Administrative Services II - Exempt at salary plan and grade B85 1018 (\$12,855.98 - \$14,173.72)

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

Effective: X Day following Board Action.
(Date)

Gladys Reid

2/23/2024

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/28/2024

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 03-05-2024

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: