

# POSITION ADJUSTMENT REQUEST

C.109

NO. **26341**  
DATE 10/11/2024Department Employment and Human Services

Department No./

Budget Unit No. 0501 Org No. 5101 Agency No. 19

Action Requested: APPROVE Resolution No. 26341 for additional vacation accruals for the Employment & Human Services Chief Deputy Director - Exempt (XAB1) at a rate equal to 199.92 hours per year effective November 4, as recommended by the Employment & Human Services Director.

Proposed Effective Date: 11/1/2024Classification 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 \$11,028.00Net County Cost \$662.00Total this FY \$7,352.00N.C.C. this FY \$441.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 59% Federal, 35% State, and 6% County

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

Jose Merlos, DHRA I

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

10/15/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

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

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

(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 10-22-2024BY 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: