

POSITION ADJUSTMENT REQUEST

NO. 26226
DATE 10/5/2023

Department 0588

Department No./
Budget Unit No. 0588 Org No. 1417 Agency No. 19

Action Requested: Add one (1) Employment and Human Services Division Manager (XADD) (represented) position at Salary Plan ZA2 and Grade 1841 (\$9,526 - \$12,194) and cancel one (1) vacant Intermediate Clerk - Project (99J3) (represented) position at Salary Plan QH5 and Grade 0946 (\$3,928 - \$4,774) in the Community Services Bureau of the Employment and Human Services Department (EHSD).

Proposed Effective Date: 11/1/2023

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 \$91,524.68 Net County Cost \$0.00
Total this FY \$61,016.45 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% by State Funds and 50% by Federal

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

Bao Tran 10/5/2023

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

11/3/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/13/2023

Add one (1) Employment and Human Services Division Manager (XADD) (represented) position at Salary Plan ZA2 and Grade 1841 (\$9,526 - \$12,194) and cancel one (1) vacant Intermediate Clerk - Project (99J3) (represented) position at Salary Plan QH5 and Grade 0946 (\$3,928 - \$4,774)

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

11/13/2023

(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 [X] DISAPPROVED []

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

DATE 11-28-2023

BY [Signature]

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: