

POSITION ADJUSTMENT REQUEST

NO. 26274  
DATE 3/20/2024

Department Dept of Child Support Services Department No./  
Budget Unit No. 0249 Org No. 1780 Agency No. A40

Action Requested: Cancel one (1) Administrative Services Assistant II (APVA) (represented) at salary plan and grade ZB5 1475 (\$6,435-\$7,822), position number 14111; and add one (1) Executive Secretary - Exempt (J3T5) (unrepresented) at salary plan and grade B85 1445 (\$6,249-\$7,596).

Proposed Effective Date: 4/1/2024

Classification 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 (\$3,731.00) Net County Cost \$0.00  
Total this FY (\$933.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Fully funded by Federal/State grants; zero cost to CGF

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

Jessica Shepard

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

3/20/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/12/2024

Cancel one (1) Administrative Services Assistant II (APVA) (represented) at salary plan and grade ZB5 1475 (\$6,435-\$7,822), position number 14111; and add one (1) Executive Secretary - Exempt (J3T5) (unrepresented) at salary plan and grade B85 1445 (\$6,249-\$7,596).

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

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

Sanyukta Mohan Singh

4/12/2024

(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:

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

Adjustment is APPROVED  DISAPPROVED

DATE 4-22-2024

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: