

POSITION ADJUSTMENT REQUEST

NO. 26229
DATE 10/30/2023

Department District Attorney

Department No./
Budget Unit No. 0242 Org No. 2841 Agency No. 42

Action Requested: Add one full time Victim and Witness Assistance Program Supervisor and Mass Victimization Advocate (2KHB) and cancel one vacant part time Victim and Witness Assistance Program Specialist (65SA) Position #15308, in the District Attorney's Office.

Proposed Effective Date: 11/29/2023

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 \$51,885.00 Net County Cost \$0.00
Total this FY \$25,943.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT State Grant and Cost Savings in Temporary Salary

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

Diana Becton

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E.Farrell (for Enid Mendoza)

11/6/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/9/2023

Add one (1) full-time Victim and Witness Assistance Program Supervisor and Mass Victimization Advocate (2KHB) (represented) at salary plan and grade ZA5 1450 (\$6,278.17- \$7,631.15) and cancel one (1) vacant part-time (20/40) Victim and Witness Assistance Program Specialist (65SA) (represented) at salary plan and grade QV5 1191 (\$4,857.13 - \$5,903.87) position #15308 in the District Attorney's Office.

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

Effective: [x] Day following Board Action.

[] (Date)

Carol Berger

11/9/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/16/2023

- [x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED [x]

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: