

C.172

### POSITION ADJUSTMENT REQUEST

NO. 26287  
DATE 6/13/2024

Department Office, Racial Equity & Social Justice Department No./  
Budget Unit No. 0136 Org No. 0136 Agency No. 09  
Action Requested: Approve adjustment of vacation allocation for the Co-Director, Race Equity and Community Empowerment (AJA1) at a rate equal to 160 hours per year effective November, 13, 2023.

Proposed Effective Date: 11/13/2023

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 \_\_\_\_\_ Net County Cost \$0.00  
Total this FY \$3,600.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund

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

\_\_\_\_\_  
(for) Department Head

#### REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Christine Robbins (for) 6/20/2024

\_\_\_\_\_  
Deputy County Administrator Date

#### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/13/2024

Approve additional vacation accruals for the Co-Director, Race Equity and Community Empowerment (AJA1) at a rate equal to 160 hrs/year effective November, 13, 2023

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

Effective:  Day following Board Action.

11/13/2023(Date)

Nicole Bilich 6/13/2024

\_\_\_\_\_  
(for) Director of Human Resources Date

#### COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 6/13/2024

- 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  ~~DISAPPROVED~~

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

DATE 6-25-2024

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: