

POSITION ADJUSTMENT REQUEST

NO. 26212
DATE 10/23/2023

Department Risk Management Department No./
Budget Unit No. 0150 Org No. 1509 Agency No. 02
Action Requested: Add one (1) full-time Secretary Journey Level (J3TF) position and cancel one (1) vacant Clerk Senior Level (JWXC) position #15746 in the Risk Management Department.

Proposed Effective Date: 11/29/2023

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 \$2,741.06 Net County Cost \$2,741.06
Total this FY \$2,055.79 N.C.C. this FY \$2,055.79

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.

Karen Caoile

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Chrystine Robbins for

10/27/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/30/2023

Add one (1) full-time Secretary Journey Level (J3TF) position at salary plan and grade 3R2-1018 (\$4,217.07-\$5,813.28) and cancel one (1) vacant Clerk Senior Level (JWXC) position #15746 at salary plan and grade 3RX-1033 (\$4,433.81-\$5,662.16) in the Risk Management Department.

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

Effective: Day following Board Action.
 _____(Date)

Carol Berger

10/30/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/15/2023

- 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 11-28-2023

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: