

POSITION ADJUSTMENT REQUEST

NO. 26350DATE 10/16/2024Department Board of Supervisors

Department No./

Budget Unit No. 0001 Org No. _____ Agency No. 1

Action Requested: Establish the classification of Board of Supervisors – Chief of Staff; retitle and reallocate the salary scales of the Board of Supervisors Assistant – General Secretary, Board of Supervisors Assistant - Specialist, Board of Supervisors Assistant - Chief Assistant. Abolish the current Board of Supervisors Assistant – General Office classification and reclassify incumbents and all vacant positions

Proposed Effective Date: 10/1/2024Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☐

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$96,307.52

Net County Cost _____

Total this FY \$72,230.64

N.C.C. this FY _____

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.

Nicole Bilich

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Christine Robbins (for)

10/17/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/16/2024

Establish Board of Supervisors-Chief of Staff, abolish Board of Supervisors Assistant-General Office, reclass and reallocate all vacant positions and salaries as shown in Position Assignment worksheet.

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

Effective: ☐ Day following Board Action.☒ 10/1/2024 (Date)

Nicole Bilich

10/16/2024

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/17/2024☒ 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 10-22-2024BY 

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: