POSITION ADJUSTMENT REQUEST

NO. 26356
DATE 10/7/2024

Department Employment and Human Services
Department No./ Budget Unit No. 0502 Org No. 5220 Agency No. 19

Action Requested: Reallocate Salary of Children and Family Services Director - Exempt (XAD5)

Proposed Effective Date: 10/15/2024

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	$26,504.00	Net County Cost	$2,650.00
Total this FY	$19,878.00	N.C.C. this FY	$1,987.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 10% County, 50% Federal, 40% State

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

Jennifer A. Cendejas, DHRAII
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for — Deputy County Administrator
10/25/2024 — Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 10/29/2024

ADOPT Position Adjustment Resolution No. 26356 to reallocate the salary of the Children and Family Services Director - Exempt (XAD5) at salary plan and grade B85 2113 $12,714.11-$16,226.79 to salary plan and grade B85 1020 $13,985.49-$17,849.42, in the Employment and Human Services Department.

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

Effective: ☐ Day following Board Action.
☒ 12/1/2024(Date)

Chris Miller for — (for) Director of Human Resources
10/29/2024 — 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:
Adjustment is APPROVED ☒ DISAPPROVED ☐

DATE 11-05-2024

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