

# POSITION ADJUSTMENT REQUEST

C.156

NO. 26385  
DATE 10/11/24Department County Administrator's Office

Department No./

Budget Unit No. 0003 Org No. 1200 Agency No. 03

Action Requested: Add (1) one Senior Deputy County Administrator - Exempt (ADD9) at salary plan B85-1978 (\$12,263.47-\$19,024.66) position and cancel (1) one Senior Deputy County Administrator (ADDH) position # 291

Proposed Effective Date: 12/18/2024Classification 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 \$0.00Net County Cost \$0.00Total this FY \$0.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT N/ADepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Timothy M. Ewell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

12/4/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/6/2024

Add (1) one Senior Deputy County Administrator - Exempt (ADD9) position at salary plan B85-1978 (\$12,263.47-\$19,024.66) and cancel (1) one Senior Deputy County Administrator (ADDH) (position #291) at salary plan and grade B85-1978 (\$12,263.47-\$19,024.66) in the County Administrator's Office.

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

Effective: ☒ Day following Board Action.☐ \_\_\_\_\_ (Date)

Angelica Tran

12/6/2024

(for) Director of Human Resources

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~~ ☒Monica Nino, Clerk of the Board of Supervisors  
and County AdministratorDATE 12-17-2024BY 

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: