

C.170

### POSITION ADJUSTMENT REQUEST

NO. 26288  
DATE 6/14/2024

Department Employment & Human Services Department No./  
Budget Unit No. 0035 Org No. 1351 Agency No. 5

Action Requested: Adopt resolution to add two (2) HR Analyst positions and to increase funding to 100% for one (1) HR Analyst currently funded at 80%.

Proposed Effective Date: 7/1/2024

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 \$358,000.00 Net County Cost \$0.00  
Total this FY \$179,000.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT EHSD funding

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

Chrystine Robbins (for) 6/20/2024  
\_\_\_\_\_  
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 6/13/2024  
Adopt resolution to add two (2) HR Analyst positions and to increase funding to 100% for one (1) HR Analyst currently funded at 80% effective July 1, 2024

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.  
Effective:  Day following Board Action.  
 7/1/2024 (Date)  
Nicole Bilich 6/14/2024  
\_\_\_\_\_  
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 6/14/2024  
 Approve Recommendation of Director of Human Resources  
 Disapprove Recommendation of Director of Human Resources  
 Other: \_\_\_\_\_  
\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION: Monica Nino, Clerk of the Board of Supervisors and County Administrator  
Adjustment is APPROVED  DISAPPROVED   
DATE 6-28-2024 BY [Signature]

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: