

### POSITION ADJUSTMENT REQUEST

NO. 26358  
DATE 11/5/2024

Department Office of the County Counsel Department No./ Budget Unit No. 0030 Org No. 1700 Agency No. 17  
Action Requested: Add one (1) full-time Deputy County Counsel - Standard Exempt (2ET2) position and CANCEL one (1) full-time Deputy County - Advanced (2ETK) vacant position number 5780 in the Office of the County Counsel.

Proposed Effective Date: 11/6/2024

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 (\$66,502.00) Net County Cost \$0.00  
Total this FY (\$33,251.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Salary Savings

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

Thomas L. Geiger

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Laura Strobel

10/28/24

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/29/2024

Add one (1) Deputy County Counsel - Standard -Exempt (2ET2) (unrepresented) position at Salary Plan and Grade B8B 2097 (\$13,723.85-\$16,313.35) and cancel one (1) Deputy County Counsel - Advanced (2ETK) (unrepresented) vacant position No. 5780 at Salary Plan and Grade; B8B 2297 (\$16,729.31-\$19,885.89) in the Office of the County Counsel.

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

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

Amanda Monson

10/29/2024

\_\_\_\_\_  
(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 Administrator

DATE 11-05-2024

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: