

**POSITION ADJUSTMENT REQUEST**

NO. 26275  
DATE 4/11/2024

Department No./

Department Employment and Human Services

Budget Unit No. \_\_\_\_\_ Org No. \_\_\_\_\_ Agency No. 19

Action Requested: ADOPT Position Adjustment Resolution No. 26275 to reallocate sixty-four (64) positions and reclassify nineteen (19) filled positions and their incumbents to SSPA I (X0WD). Refer to Attachment for position numbers and classifications.

Proposed Effective Date: 4/23/2024

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 \$0.00

Net County Cost \$0.00

Total this FY \$0.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 59% Federal, 35% State. and 6% County funds

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

Susan Bain, Dir. of Internal Operation

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

4/15/ 24

Deputy County Administrator

Date

**HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS**

DATE 4/17/2024

Reallocate sixty-four (64) vacant positions and reclassify nineteen (19) filled positions and their incumbents to Social Service Program Assistant I (XOWD). Refer to the Attachment for position numbers and classification titles.

**Effective: XX Day following Board Action.**

\_\_\_\_\_(Date)

Gladys Reid

4/17/2024

(for) Director of Human Resources  
Date

**COUNTY ADMINISTRATOR RECOMMENDATION:**

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: \_\_\_\_\_

DATE \_\_\_\_\_

(for) County Administrator

**BOARD OF SUPERVISORS ACTION:**

Adjustment is APPROVED  DISAPPROVED

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

DATE \_\_\_\_\_

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:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project:      Start Date \_\_\_\_\_      End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs:      \_\_\_\_\_
  - b. Support Costs:      \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund:      \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY