

C.169

**POSITION ADJUSTMENT REQUEST**

NO. 26289  
DATE 6/14/2024

Department Multiple Departments

Department No./  
Budget Unit No. \_\_\_\_\_ Org No. \_\_\_\_\_ Agency No. \_\_\_\_\_

Action Requested: Approve Reclassification of Seven (7) Incumbered and One (1) Vacant Administrative Services Officer positions to Chief of Administrative Services I - Exempt

Proposed Effective Date: 6/30/2024

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	<u>\$9,943.00</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>\$9,943.00</u>	N.C.C. this FY	<u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT The affected positions are within numerous departments.

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

Approve Reclassification of Seven (7) Incumbered and One (1) Vacant Administrative Services Officer positions to Chief of Administrative Services I - Exempt

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

Effective:  Day following Board Action.

6/30/2024(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:

Adjustment is APPROVED  ~~DISAPPROVED~~

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

DATE 6-25-2024

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: