

C.83

# POSITION ADJUSTMENT REQUEST

NO. 26393  
DATE 01/07/2025

Department All Departments Department No./ Budget Unit No. \_\_\_\_\_ Org No. \_\_\_\_\_ Agency No. \_\_\_\_\_  
Action Requested: See Attached

Proposed Effective Date: 01/01/2025

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 \_\_\_\_\_ N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \_\_\_\_\_

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) 1/9/2025  
\_\_\_\_\_  
Deputy County Administrator Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/7/2025

Reallocate Student Intern Level I (998A), plan and grade FS5/0101 from a 3 step salary range to a 1 step rate of \$3,650.165 and reallocate Student Intern Level II (998B) plan and grade FS5/0102 from a 5 step salary range to a 3 step salary range of \$3,650.165 – \$4,024.307 and reallocate the salaries of the associated incumbents as outlined in the attached.

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

Effective:  Day following Board Action.  
 01/01/2025(Date) Nicole Bilich 01/07/2025  
\_\_\_\_\_  
(for) Director of Human Resources Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/29/2025

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

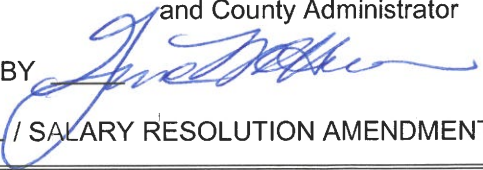
Jason Chan  
\_\_\_\_\_  
(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  ~~DISAPPROVED~~

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

DATE 1-14-2025

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: