

C.83

POSITION ADJUSTMENT REQUEST

NO. 26393
DATE 01/07/2025

Department All Departments
Action Requested: See Attached

Department No./
Budget Unit No. _____ Org No. _____ Agency No. _____

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 Jason Chan
 Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION: Monica Nino, Clerk of the Board of Supervisors and County Administrator
Adjustment is APPROVED ~~DISAPPROVED~~

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: