

POSITION ADJUSTMENT REQUEST

NO. 26302  
DATE 7/10/2024

Department Board of Supervisors (District II) Department No./  
Budget Unit No. 0001 Org No. 1102 Agency No. 01  
Action Requested: ADD one (1) Board of Supervisors - Specialist (J994) to Supervisorial District II

Proposed Effective Date: 7/23/2024

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$187,115.00 Net County Cost \$187,115.00  
Total this FY \$171,522.00 N.C.C. this FY \$171,522.00

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

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

Candace Andersen

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

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy Ewell

7/10/2024

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

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/17/2024

Add one (1) full-time (40/40) Board of Supervisors Assistant - Specialist (J994) (unrepresented) position at salary plan and grade B85 1652 (\$8,054.74-\$9,324.36) in the Board of Supervisors - District II office.

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

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

Melissa Moglie

7/17/2024

\_\_\_\_\_  
(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 07-23-2024

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: