

CAW

POSITION ADJUSTMENT REQUEST

NO. 26263
DATE 2/27/24

Department Public Works
Department No./ Budget Unit No. 0020 Org No. 0020 Agency No. 65
Action Requested: ADOPT Position Adjustment Resolution No. 26263 to ADD one (1) full-time Senior Buyer (STTB) (represented) position at salary plan and grade ZB5 1631 (\$7,510-\$9,129) and one (1) full-time Buyer II (STTA) (represented) position at a salary plan and grade ZB5 1525 (\$6,762-\$8,219) in the Public Works Department.

Proposed Effective Date: 2/27/2024

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

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

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

Total annual cost \$276,500.00 Net County Cost \$276,500.00
Total this FY \$46,084.00 N.C.C. this FY \$46,084.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund

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

Brian M. Balbas

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Laura Strobel

2/16/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/21/2024

Add one Senior Buyer (STTB) (represented) position at salary plan and grade ZB5 1631 (\$7,510-\$9,129) and one Buyer II (STTA) (represented) position at a salary plan and grade ZB5 1525 (\$6,762-\$8,219)

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

Effective: [x] Day following Board Action.
[] (Date)

Gladys Reid

2/21/2024

(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:

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

Adjustment is APPROVED [x] DISAPPROVED []

DATE 2-27-2024

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: