

POSITION ADJUSTMENT REQUEST

NO. 26383
DATE 9/11/2024

Department Public Works

Department No./
Budget Unit No. 0035 Org No. 1351 Agency No. 5

Action Requested: ADOPT Position Adjustment Resolution No. XXXXX to add one (1) Human Resources Analyst (AGTF) within the Human Resources Department. Position is to be assigned to the Human Resources Department and is funded by the Public Works Department.

Proposed Effective Date: 9/23/2024

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 \$162,540.00 Net County Cost \$0.00
Total this FY \$121,905.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Public Works

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)

11/26/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/13/2024

ADOPT Position Adjustment Resolution No. 26383 to add one (1) Human Resources Analyst (AGTF) (unrepresented) position at salary plan and grade B85 1631 (\$8,195.10 - \$12,107.89) within the Human Resources Department. Position is to be assigned to the Human Resources Department and is funded by the Public Works Department.

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

Effective: Day following Board Action.
 _____(Date)

Nicole Bilich

9/11/2024

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/26/24

- 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 12-03-2024

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: