

C-168

# POSITION ADJUSTMENT REQUEST

NO. 26286  
DATE 06/03/2024

Department Conservation and Development Department No./  
Budget Unit No. 0280 Org No. 2601 Agency No. 38  
Action Requested: Reallocate Salary of Director, Department of Conservation and Development (4AA1)  
Proposed Effective Date: 6/30/2024

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 \_\_\_\_\_ Net County Cost \$0.00  
Total this FY \$8,000.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Land Development Fund

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

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

## REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julie Enea 6/3/2024  
\_\_\_\_\_  
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 6/3/2024  
Reallocate the salary of Director, Department of Conservation and Development (4AA1) (unrepresented) at salary plan and grade BD5 2348 from \$15,280.90 - \$18,574.03 to \$16,125.48 - \$19,600.62, in the Department of Conservation and Development.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.  
Effective:  Day following Board Action.  
 6/30/2024(Date)  
Nicole Bilich 6/3/2024  
\_\_\_\_\_  
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 6/3/2024  
 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  DISAPPROVED   
DATE 6-25-2024 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: