

POSITION ADJUSTMENT REQUESTNO. 26313DATE 8/12/2024Department Library

Department No./

Budget Unit No. 0620 Org No. 3718 Agency No. 85

Action Requested: Reclassify Library Assistant-Journey Level (3KVB) position #11721 and incumbent to Librarian I (3AWB)

Proposed Effective Date: 9/1/2024Classification 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 \$5,808.00Net County Cost \$0.00Total this FY \$4,840.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Alison McKee

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea

8/12/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONSDATE 11/26/2024

Reclassify one (1) full-time Library Assistant-Journey Level (3KVB) (represented) position #11721 at salary plan and grade QXX 1030 (\$4,680.73-\$5,977.49) and its incumbent to Librarian I (3AWB) (represented) at salary plan and grade QX5 1000 (\$6,028.93-\$7,328.21) and place the incumbent at Step 2 of the salary range of the new classification in the Library Department.

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

Effective: ☐ Day following Board Action.☒ 1/1/2025(Date)

Melissa Moglie

11/26/2024

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/10/2024☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: _____

/s/ Julie Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE 12-17-2024BY 

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: