C.166

POSITION ADJUSTMENT REQUEST

NO. 26821
DATE 5/31/2024

Department County Administrator
Department No./
Budget Unit No. 0003 Org No. 1200 Agency No. 03

Action Requested: Cancel one (1) Management Analyst (ADVB) (unrepresented) position (#3819), appoint its incumbent to the Senior Management Analyst - Exempt (ADT3) (unrepresented) position and abolish the Management Analyst (ADVB) (unrepresented) classification.

Proposed Effective Date: 7/1/2024

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	$5,981.00	Net County Cost	$5,981.00
Total this FY	$5,981.00	N.C.C. this FY	$5,981.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund

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

Danielle Fokkema
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Monica Nino, County Administrator
Deputy County Administrator — Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 6/4/2024

Cancel one (1) Management Analyst (ADVB) (unrepresented) position (#3819), add one (1) position and appoint its incumbent Employee ID 89698 to the Senior Management Analyst - Exempt (ADT3) (unrepresented) position and abolish the Management Analyst (ADVB) (unrepresented) classification in the Office of the County Administrator.

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

Effective: ☐ Day following Board Action.
☒ 7/1/2024(Date)

Amanda Monson — 6/4/2024
(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: _____

Monica Nino, County Administrator
(for) County Administrator

BOARD OF SUPERVISORS ACTION:
Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

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: