

POSITION ADJUSTMENT REQUEST

C.137

NO. 26327
DATE 8/29/2024

Department Multiple Departments
Action Requested: Approve reclass of (1) DA Chief of Administrative Services; (1) Probation Chief of Administrative Services; (1) PW Chief of Fiscal Services; (1) Sheriff Chief of Mgmt Services - Exempt; (1) Fire District Chief of Administrative Services positions to Chief of Administrative Services II - Exempt and (1) Chief of Administrative Services II - Exempt to Dept HR Officer II and abolish all dept specific classifications.

Proposed Effective Date: 10/1/2024

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

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$23,100 Net County Cost \$0.00
Total this FY \$17,325 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT The affected positions are within numerous departments.

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) 9/5/2024
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/13/2024

Approve reclass of (1) DA Chief of Administrative Services; (1) Probation Chief of Administrative Services; (1) PW Chief of Fiscal Services; (1) Sheriff Chief of Mgmt Services - Exempt; (1) Fire District Chief of Administrative Services positions to Chief of Administrative Services II - Exempt and (1) Chief of Administrative Services II - Exempt to Dept HR Officer II and abolish all dept specific classifications as outlined.

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

Effective: [] Day following Board Action.

[X] 10/1/2024(Date)

Nicole Bilich 8/29/2024
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 09/05/24

- [X] 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 [X] DISAPPROVED []

09-10-2024

DATE

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

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: