

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 400.3
Date: 3-20-90
Section: Personnel

SUBJECT: Position Adjustment Requests

In order to expedite the processing of personnel requests, the Position Adjustment Request (Form P300) and the review/approval procedure have been revised.

Form P300 Revisions

The following revisions have been made to Form P300:

1. The section on "One-Time Costs" requires departments to identify non-salary costs to be incurred as a result of the request.
2. The "Total Cost of Adjustment" section has been revised to require departments to submit more detailed information concerning the total annual cost and net county cost associated with the request.
3. The section on "Source of Funding" requires departments to identify the source of funding which will offset the adjustment.
4. The section on "Reviewed by CAO and Released to Personnel Department" provides for a review of the request by the County Administrator's Office prior to releasing the P300 to the Personnel Department.
5. The form has been revised to reflect that the Board's action is now recorded by Phil Batchelor, Clerk of the Board of Supervisors and County Administrator.

Review/Approval Procedure

1. Position Adjustment Requests (Form P300) are to be submitted directly to the County Administrator's Office for processing. A copy of the requested action should also be provided to the Personnel Department at the same time.
2. The document is to concisely and clearly explain the reason(s) the action is required and identify the cost(s) associated with the request. Requests for additional positions and organizational changes must be accompanied by organizational material and/or other supporting information. Requests for reclassification of filled positions must be accompanied by a completed classification questionnaire.
3. On behalf of the Board of Supervisors, the County Administrator's Office will continue to make decisions on requested personnel actions having significant organization, salary, policy or budget implications and will confer with the operating department and Personnel Department on such issues.

4. Form P300 will be logged in and assigned a number by the County Administrator's Office. After conducting a financial and organizational review of the request, the County Administrator's Office will forward the P300 to the Personnel Department who will determine the necessary classification action(s) to be taken. After final review and upon approval of the County Administrator, the request is presented to the Board of Supervisors.
5. The Board's action will be recorded by the Clerk of the Board and County Administrator, and the form returned to the Personnel Department for adjustment of its records.
6. The Personnel Department will forward the completed original form to the Office of the County Auditor-Controller and send a copy to the originating department. The Office of the County Auditor-Controller will retain the original as the official record of action.

NOTE: Form P300 may be requisitioned from Central Service.

Originating Depts.: County Administrator
Personnel

/s/ Scott Tandy for

Phil Batchelor,
County Administrator □