

POSITION ADJUSTMENT REQUEST

NO. 26273
DATE 4/9/2024Department Office of the County Counsel

Department No./

Budget Unit No. 0030 Org No. 1700 Agency No. 17

Action Requested: Add one Deputy County Counsel - Standard - Exempt (2ET2) position and cancel Deputy County Counsel - Advanced (2ETK) vacant position number 5772 in the Office of the County Counsel.

Proposed Effective Date: 4/10/2024Classification 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 (\$66,502.00)Net County Cost \$0.00Total this FY (\$16,620.00)N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Salary SavingsDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Thomas L. Geiger

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Laura Strobel

3/15/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/15/2024

Add one (1) full-time Deputy County Counsel - Standard - Exempt (2ET2) (unrepresented) position at salary plan and grade B8B 2097 (\$13,070.34-\$15,536.52) and cancel one (1) full-time Deputy County Counsel - Advanced (2ETK) (unrepresented) vacant position number 5772 at Salary Plan and Grade; B8B 2297 (\$15,932.68-\$18,938.95) in the Office of the County Counsel.

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

Effective: ☒ Day following Board Action.☐ _____ (Date)

Melissa Moglie

3/15/2024

(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: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE April 9 2024BY June M. Nino

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: