

### POSITION ADJUSTMENT REQUEST

NO. 26213  
DATE 10/24/2023

Department District Attorney

Department No./  
Budget Unit No. 0242 Org No. 2820 Agency No. 42

Action Requested: Establish the classification of District Attorney Assistant Investigator (6KWA) and add four (4) positions in the District Attorney's Office.

Proposed Effective Date: 11/1/2023

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	<u>\$535,926.00</u>	Net County Cost	<u>\$535,926.00</u>
Total this FY	<u>\$359,070.00</u>	N.C.C. this FY	<u>\$359,070.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% County GF, future position cancellations will offset

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

Diana Becton

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E.Farrell (for Enid Mendoza)

10/25/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/30/2023

Establish the classification of District Attorney Assistant Investigator (6KWA) (represented) at salary plan and grade QV5 1001 (\$8,023.65 - \$9,752.80) and add four (4) positions in the District Attorney's Office.

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

Effective:  Day following Board Action.

\_\_\_\_\_(Date)

Carol Berger

10/30/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/16/2023

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: \_\_\_\_\_

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  ~~DISAPPROVED~~  XXXXa

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

DATE 11-28-2023

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: