POSITION ADJUSTMENT REQUEST

NO. 26365
DATE 10/31/2024

Department No./
Department Employment and Human Services   Budget Unit No. 0583 Org No. 1432 Agency No. 19

Action Requested: Add three (3) Information Systems Programmer and Analyst II (LPVA) positions and cancel three (3) Teacher-Project (CJN1) positions (12106, 16137, and 16644) in the Employment and Human Services Department.

Proposed Effective Date: 11/01/2024

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: 0

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

Total annual cost $151,086.00	Net County Cost	$34,500.00
Total this FY $100,725.00	N.C.C. this FY	$23,001.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 54% Federal, 38% State and 8% County

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

Jose Merlos, DHRA I
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for   11/1/24
_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE 11/14/2024
ADOPT Position Adjustment Resolution No.26365 to add three (3) Information Systems Programmer and Analyst II (LPVA) positions at salary plan and grade ZA5-1594 ($7,602.27 - $9,240.61) and cancel three (3) Teacher-Project (CJN1) positions (12106, 16137, and 16644) at salary plan and grade QH5-0974 ($4,938.43 - $6,002.69) in the Employment and Human Services Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☒ Day following Board Action.
              ☐ _____ (Date)   Chris Miller for   11/14/2024
                                         _____   _____
                                         (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: Monica Nino, Clerk of the Board of Supervisors
Adjustment is APPROVED ☐   DISAPPROVED ☐   and County Administrator

DATE _____   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:

REQUEST FOR PROJECT POSITIONS

Department _____   Date _____   No. _____

1. Project Positions Requested:

2. Explain Specific Duties of Position(s)

3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)

4. Duration of the Project: Start Date _____   End Date _____
    Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.

5. Project Annual Cost

    a.   Salary & Benefits Costs: _____   b. Support Costs: _____
                                                              (services, supplies, equipment, etc.)

    c.   Less revenue or expenditure: _____   d. Net cost to General or other fund: _____

6. Briefly explain the consequences of not filling the project position(s) in terms of:
    a. potential future costs   d. political implications
    b. legal implications   e. organizational implications
    c. financial implications

7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.

8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted

9. How will the project position(s) be filled?
    ☐ a. Competitive examination(s)
    ☐ b. Existing employment list(s) Which one(s)? _____
    ☐ c. Direct appointment of:
           ☐ 1. Merit System employee who will be placed on leave from current job
           ☐ 2. Non-County employee

    Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY