



COUNTY OF SANTA CRUZ 101

PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310
GOVERNMENTAL CENTER
SANTA CRUZ, CA 95060

TELEPHONE: (831) 454-2600
FAX: (831) 454-2411
TDD: (831) 454-2123

November 16, 1998

Agenda: November 24, 1998

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

GROSS PAY ADJUSTMENTS

Dear Members of the Board:

The Personnel Department is requesting your Board's approval of gross pay adjustments in the amounts of \$750 and \$621.81 for an employee in the Human Resources Agency and an extra-help employee in the Elections Division of the County Clerk-Recorder.

The adjustments are requested to rectify administrative errors that occurred resulting in one of the affected employee's provisional appointment not being processed by the Human Resources Agency (this represented a random staff error and not a system deficiency) and an extra-help employee not being processed by the Elections Department (this was an unusual occurrence, as the employee received a physical but was not processed by the Personnel Department).

It is therefore **RECOMMENDED** that your board approve gross pay adjustments in the amounts of \$750 and \$621.81 for an employee in the Human Resources Agency and an extra-help employee in the Elections Division of the County Clerk-Recorder.

Very truly yours,

Dania Torres Wong

Dania Torres Wong
Personnel Director

RECOMMENDED:

Susan A. Mauriello

SUSAN A. MAURIELLO
County Administrative Officer

cc: Auditor-Controller, HRA, Elections, Personnel