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County of Santa Cruz

DISTRICT ATTORNEY'S OFFICE

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RONALD L. RUIZ
DISTRICT ATTORNEY

George J. Kovacevich
Chief Deputy District Attorney

Michael S. McFarland
Chief Deputy-Administration

AGENDA: October 17, 2000

October 2, 2000

Board of Supervisors
County of Santa Cruz
701 Ocean Street, Room 500
Santa Cruz, California 95060

RE: Gross Pay Adjustments

Dear Members of the Board:

It is the request of the District Attorney's Office to correct an error that created a situation in which Jeffery Rosell, Assistant District Attorney did not receive his step increase.

Mr. Rosell was due his step advancement on May 1, 2000, however, the necessary Personnel Action Form was not provided to the Personnel Department for processing and Mr. Rosell failed to receive his advancement. To correct this oversight it is necessary that a Gross Pay Adjustment be submitted in the amount of \$1557.60. The department has taken steps to correct these issues by establishing a policy of bi-weekly review of the payroll reports which indicate the date step increases become due.

The Personnel Department has reviewed this recommendation and is in agreement.

IT IS THEREFORE RECOMMENDED that your Board approve the Gross Pay Adjustments for Jeffery Rosell, Assistant District Attorney, in the amount of \$1,557.60.

Respectfully,

RONALD L. RUIZ
DISTRICT ATTORNEY

MICHAEL S. MCFARLAND
CHIEF DEPUTY - ADMINISTRATION

RECOMMENDED:

SUSAN A. MAURIELLO
COUNTY ADMINISTRATIVE OFFICER