
Salary Resolution Amendment (SRA) Request Form

To request an amendment to your Master Salary Resolution, please email the information listed below to Rana Naser (rnaser@smcgov.org) and Lisa Yapching (lyapching@smcgov.org), with a cc to your department's CEO Budget Analyst. Amendments could be converting a vacant position (add/delete), deleting a vacant position, adding a new position, splitting full-time positions to half-time, combining half-time positions to full-time, and conversion of unclassified to classified positions.

Reclassification of positions, changes to compensation and Measure D (unclassified to classified) conversions can only be initiated by the Human Resources Department.

Increasing FTEs or converting positions to another classification/job profile in the same Alt-Series or Flex Series do not require an SRA.

For add/deletes, delete only or splitting/combining of positions:

1) Position # (to amend): _____

2) Budget Org of 1ⁱ: _____

3) Job Code/Profile of 1: _____

4) Job Code to Amend 1 to: _____

5) Budget Org for 4 if different from 2: _____

6) Name of Supervisor for 4: _____

7) Brief Reason for the Amendment: _____

8) Fiscal Impact (monthly):ⁱⁱ _____

8a) Funding Source and Explanation:ⁱⁱⁱ _____

For add only:

1) Job Code/Profile to Add: _____

2) Budget Org for 1: _____

3) Name of Supervisor for 1: _____

4) Brief Reason for Position Add: _____

5) Fiscal Impact (monthly):^{iv} _____

5a) Funding Source and Explanation:^v _____

ⁱ For example: 1600B – County Counsel

ⁱⁱ Calculate salary/benefits for 1 and 4 (top monthly salary x 53% for benefits). Subtract 4 from 1.

ⁱⁱⁱ If General Fund dollars are used, an explanation is required. Unless approved by the CEO, any position add/delete that results in an increase in salary must be covered by the department.

^{iv} Top monthly salary x 53%

^v If General Fund dollars are used, an explanation is required and prior approval from the CEO must be received.

For questions regarding the SRA, please contact Lisa Yapching or Rana Naser via Teams or by email.