

POSITION ADJUSTMENT REQUEST

NO. 20740  
DATE \_\_\_\_\_

DEPARTMENT: Health Services/Hospital & Clinics DEPARTMENT NO./ BUDGET UNIT NO. 0540 COPERS ORG NO. 6539 AGENCY NO. A-18

ACTION REQUESTED: ADD one permanent full-time Ambulatory Care Clinic Supervisor and one permanent full-time Ambulatory Care Clinic Coordinator; and CANCEL vacant positions Administrative Services Assistant III #11584, Administrative Analyst #10898 and Clerk-Senior Level #9760 in the Ambulatory Care Division of the Health Services Department.

PROPOSED EFFECTIVE DATE: ASAP

CLASSIFICATION QUESTIONNAIRE ATTACHED: YES NO  Cost is within dept budget: Yes  No

TOTAL ONE TIME COSTS (non-salary) ASSOCIATED WITH REQUEST: \$ -0-

ESTIMATED TOTAL COST ADJUSTMENT (salary/benefits/one-time):

TOTAL ANNUAL COST \$ 0 NET COUNTY COST \$ -0-

TOTAL THIS FY \$ 0 N.C.C. THIS FY \$ -0-

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: Cost Savings

DEPARTMENT MUST INITIATE NECESSARY ADJUSTMENT AND SUBMIT TO CAO.  
USE ADDITIONAL SHEET FOR FURTHER EXPLANATIONS OR COMMENTS.

\_\_\_\_\_  
JoAnne Linares for

(for) William B. Walker, M.D., Health Services Director

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

\_\_\_\_\_  
/s/ Dorothy Sansoe 10/20/09  
DEPUTY COUNTY ADMINISTRATOR DATE

HUMAN RESOURCES DEPARTMENT RECOMMENDATION: DATE 10/20/09

SEE ATTACHMENT - PAGE 2

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

Effective:  Day following Board Action  
11/4/09 (date)

\_\_\_\_\_  
(for) DIRECTOR OF HUMAN RESOURCES

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: David Twa, Clerk of the Board of Supervisors/County Administrator

Adjustment APPROVED DISAPPROVED

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:

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Board of Supervisors – AIR #2877  
November 3, 2009

ADD one permanent full-time Ambulatory Care Clinic Supervisor (VWHJ) at salary level ZL5 1970 (\$7967.28 - \$9684.28),

ADD one permanent full-time Ambulatory Care Clinic Coordinator (VAHB) at salary level K65 1452 (\$4499.23 - \$5468.85);

CANCEL vacant Administrative Services Assistant III (APTA) Position #11584 at salary level ZB5 1631 (\$5371.68 - \$6529.32),

CANCEL vacant Administrative Analyst (APWA) Position #10898 at salary level ZB5 1277 (\$3783.44 - \$4598.79)

CANCEL vacant Clerk-Senior Level (JWXC) Position #9760 at salary level 3RX 1033 (\$2963.73 - \$3784.81) in the Health Services Department.