

POSITION ADJUSTMENT REQUEST

NO. 20995
DATE 9/12/2011

Department Health Services/Public Health
Department No./ Budget Unit No. 0450 Org No. Vari Agency No. A18

Action Requested: Transition a Public Health Program Specialist I-Project position (#9781) and its incumbent, two (2) Health Education Specialist-Project positions (#9471 and #9530) and incumbents, and one (1) Community Health Worker II-Project position (#11024) and its incumbent into the merit system.

Proposed Effective Date: 10/1/11

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

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

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

Total annual cost \$0.00 Net County Cost \$0.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Neutral

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

Teji O'Malley

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dorothy Sansoe

9/14/2011

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/26/2011

Transition a Public Health Program Specialist I-Project (VBS2) position #978 and its incumbent; two (2) Health Education Specialist-Project (VMW4) positions #9471 and #9530 and its incumbents; and one (1) Community Health Worker II-Project (VKV1) position #11024 and its incumbent into the merit system in the Health Services Department.

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

Effective: [x] Day following Board Action.
[] (Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/8/2011

- [x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other: _____

Dorothy Sansoe

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [] DISAPPROVED []

David J. Twa, Clerk of the Board of Supervisors 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: