

POSITION ADJUSTMENT REQUEST

NO. 21024
DATE 11/28/2011

Department Health Services Department

Department No./

Budget Unit No. 0540 Org No. 6371 Agency No. A18

Action Requested: Increase hours of four permanent part-time positions: Therapist Assistant positions #12172 from 28/40 to 30/40 and #12173 from 24/40 to 30/40, and Occupational Therapist II positions #8269 from 20/40 to 24/40 and #7589 from 30/40 to 32/40 in the Health Services Department.

Proposed Effective Date: 1/1/2012

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☐

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

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

Total annual cost \$38,329.25

Net County Cost 0

Total this FY \$19,165.00

N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT offset with straight time overtime pay already incurred

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

Jo-Anne Linares

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dorothy Sansoe

11/28/11

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

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

Effective: ☐ Day following Board Action.

☐ _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/28/11

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: APPROVE UNDER HSD DELEGATED AUTHORITY

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: