

# POSITION ADJUSTMENT REQUEST

NO. 21045  
DATE 1/23/2012

Department Health Services/Public Health

Department No./

Budget Unit No. 0450 Org No. 5826 Agency No. A18

Action Requested: Add one (1) Lead Registered Dental Assistant (V9VD) position at salary level QB5 1154 (\$3,349-\$4,071) and cancel a vacant Senior Public Health Dental Assistant position (#9363) at salary level QB5 1016 (\$2,921-\$3,551).

Proposed Effective Date: 2/8/2012

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 \$9,206.94

Net County Cost \$0.00

Total this FY \$3,068.98

N.C.C. this FY \$0.00

## SOURCE OF FUNDING TO OFFSET ADJUSTMENT

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

1/25/2012

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Not Applicable - Processed Under Delegation to Health Services

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 1/25/2012

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: As Requested by Department

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: