POSITION ADJUSTMENT REQUEST

NO. 21742
DATE 8/18/2015

Department No./

Department HSD-Information Technology   Budget Unit No. 0540 Org No. 6555 Agency No. A18

Action Requested: Add one Account Clerk-Experienced Level (JDVC) position and cancel vacant Information Systems Assistant II (LTVH) position #7142 in the Information Technology division of the Health Services Department.

Proposed Effective Date: 9/16/2015

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

Total One-Time Costs (non-salary) associated with request: $0.00

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

Total annual cost $2,580.00   Net County Cost $0.00
Total this FY $2,257.00   N.C.C. this FY $0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Annual costs of $2,580.38 funded by Enterprise Fund I

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

Kristen Cunningham
_____
(for) Department Head
_____

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza   9/4/2015
_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE _____
Exempt from Human Resources review under a delegated authority.

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   9/4/2015
☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources   Enid Mendoza
☒ Other: _Approve as requested by Dept._   _____
                                                (for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☐   DISAPPROVED ☐   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:

P300 (M347) Rev 3/15/01