

POSITION ADJUSTMENT REQUEST



NO. 20664
DATE

Department Health Services/Environmental Health Department No./
Budget Unit No. 452 Org No. 5886 Agency No. A-18

Action Requested

Add one (1) full-time (40/40) Environmental Health Specialist II position and cancel one (1) Clerk-Experienced Level position (#13224).

Proposed Effective Date: ASAP

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	\$	<u>72,306.17</u>	Net County Cost	\$	<u>0.00</u>
Total this FY	\$	<u>30,127.55</u>	N.C.C. this FY	\$	

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cancellation of Clerk Experienced position and industry fees

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

Jiji O'Malley
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

[Signature]
Deputy County Administrator

1/21/09
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/18/2009

ADD one (1) full-time Environmental Health Specialist II (VLVA) position and CANCEL one (1) vacant Clerk-Experienced Level (JWXB) position #13224.

RECEIVED
HUMAN RESOURCES DEPT
JAN 22 PM 12:27

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

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:

Adjustment APPROVED ☒ DISAPPROVED ☐

David Twa, Clerk of the Board of Supervisors
and County Administrator

DATE March 3, 2009

BY [Signature]

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:

