

SIGNED PERSONNEL ACTION

ITEM NO. C.28

DATE: November 03, 2009

POSITION ADJUSTMENT REQUEST

NO. 20740

DATE _____

DEPARTMENT NO./

COPERS

DEPARTMENT: Health Services/Hospital & Clinics BUDGET UNIT NO. 0540 ORG NO. 6539 AGENCY NO. A-18

ACTION REQUESTED: ADD one permanent full-time Ambulatory Care Clinic Supervisor and one permanent full-time Ambulatory Care Clinic Coordinator; and CANCEL vacant positions Administrative Services Assistant III #11584, Administrative Analyst #10898 and Clerk-Senior Level #9760 in the Ambulatory Care Division of the Health Services Department.

PROPOSED EFFECTIVE DATE: ASAP

CLASSIFICATION QUESTIONNAIRE ATTACHED: YES NO Cost is within dept budget: Yes No

TOTAL ONE TIME COSTS (non-salary) ASSOCIATED WITH REQUEST: \$ -0-

ESTIMATED TOTAL COST ADJUSTMENT (salary/benefits/one-time):

TOTAL ANNUAL COST \$ 0 NET COUNTY COST \$ -0-

TOTAL THIS FY \$ 0 N.C.C. THIS FY \$ -0-

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: Cost Savings

DEPARTMENT MUST INITIATE NECESSARY ADJUSTMENT AND SUBMIT TO CAO.
USE ADDITIONAL SHEET FOR FURTHER EXPLANATIONS OR COMMENTS.

JoAnne Linares for

(for) William B. Walker, M.D., Health Services Director

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Dorothy Sansoe

10/20/09

DEPUTY COUNTY ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT RECOMMENDATION:

DATE 10/20/09

SEE ATTACHMENT - PAGE 2

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

Effective: Day following Board Action
11/4/09 (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:

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

Adjustment: APPROVED DISAPPROVED

DATE: November 03, 2009

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:

IF REQUEST IS TO ADD PROJECT POSITIONS/CLASSES, PLEASE COMPLETE OTHER SIDE

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Board of Supervisors – AIR #2877
November 3, 2009

ADD one permanent full-time Ambulatory Care Clinic Supervisor (VWHJ) at salary level ZL5 1970 (\$7967.28 - \$9684.28),

ADD one permanent full-time Ambulatory Care Clinic Coordinator (VAHB) at salary level K65 1452 (\$4499.23 - \$5468.85);

CANCEL vacant Administrative Services Assistant III (APTA) Position #11584 at salary level ZB5 1631 (\$5371.68 - \$6529.32),

CANCEL vacant Administrative Analyst (APWA) Position #10898 at salary level ZB5 1277 (\$3783.44 - \$4598.79)

CANCEL vacant Clerk-Senior Level (JWXC) Position #9760 at salary level 3RX 1033 (\$2963.73 - \$3784.81) in the Health Services Department.