

POSITION ADJUSTMENT REQUEST

SIGNED PERSONNEL REQUEST
ITEM NO. C. 29
DATE: January 11, 2011
NO. 20881
DATE 11/30/2010

Department Health Services - FINANCE

Department No./

Budget Unit No. 0540 Org No. 6577 Agency No. A18

Action Requested: Add one full-time Patient Financial Services Supervisor position (V9HE - represented) at salary level K5 1411 (\$4320.24 - 5251.28)

Proposed Effective Date: 12/1/2010

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 \$103,299.54

Net County Cost \$0.00

Total this FY \$60,258.06

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Coverage Initiative Revenue

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

Terrina C. Manor

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dorothy Sansoe

12/7/2010

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Add one(1) full-time Patient Financial Services Supervisor position (V9HE - represented) at salary level K5 1411 (\$4320.24 - 5251.28) as recommended by the Assistant County Administrator- Director of Human Resources.

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 1/4/2011

- ☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

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 January 11, 2011

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:

