

# POSITION ADJUSTMENT REQUEST

ITEM NO. C.19  
 DATE: Jan 25, 2011  
 NO. 20854  
 DATE 9/20/2010

Department HEALTH SERVICES - MENTAL HEALTH Department No. / Budget Unit No. 0467 Org No. 5941 Agency No. A18  
 Action Requested: Add one Clerk Experienced Level (JWXB - represented) position at salary level 3RH 0750 \$2963.73 - 3327.84; Add one Patient Financial Services Specialist (V9VB - represented) position at salary level 3RX 1176 \$3414.53-4360.49; and cancel Health Services Administrator C position # 8715 at salary level ZB2 1723 6061.97 - 7759.83)

Proposed Effective Date: 10/1/2010

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 \$16,927.00 Net County Cost \$0.00

Total this FY \$12,695.24 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Offset by cancelation and reduction of temp staff

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

9/24/2010

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/12/2011

ADD (1) Clerk Experienced Level (JWXB) position at salary level 3RH 0750 \$2682.14 - 3327.84; add (1) Patient Financial Services Specialist (V9VB) position at salary level 3RX 1176 \$3414.53-4360.49; and cancel (1) Health Services Administrator C position # 8715 at salary level ZB2 1723 6061.97 - 7759.83) in the Health Services Department.

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 2/14/2011

☒ 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 25, 2011

BY [Signature]

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BY  
 Adjust class(es) / position(s) as follows:

