POSITION ADJUSTMENT REQUEST

NO. <u>21774</u>
DATE <u>10/20/2015</u>

Department No./
Budget Unit No. <u>0467</u>   Org No. <u>5954</u>   Agency No. <u>A18</u>

Department <u>HEALTH SERVICES</u>

Action Requested: Add one Clerical Supervisor (JWHF) position and cancel one Clerk – Senior Level (JWXC) position, #9771, in the Health Services Department. (Represented)

Proposed Effective Date: <u>11/4/2015</u>

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

Total One-Time Costs (non-salary) associated with request: <u>$0.00</u>

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

Total annual cost	$15,286.65	Net County Cost	$0.00
Total this FY	$10,191.10	N.C.C. this FY	$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT <u>Mental Health Realignment funds</u>

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

Melissa Carofanello
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE _____
Exempt from Human Resources review under 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   10/23/2015
☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources   Enid Mendoza
☒ Other: <u>Approve as requested by the department.</u>
                                                     _____
                                                     (for) County Administrator

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

DATE 11-3-15   BY _Chris Heck_

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