

POSITION ADJUSTMENT REQUEST

NO. 21754
DATE 9/9/2015

Department Employment and Human Services Dept.

Department No./

Budget Unit No. 504 Org No. 5455 Agency No. A19

Action Requested: Add one (1) full time SS Program Analyst (X4SH) position in the Medi-Cal & CalFresh Services Center (MCSC) in Workforce Services Bureau AR32776

Proposed Effective Date: 10/6/2015

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 \$122,737.00

Net County Cost \$12,273.00

Total this FY \$102,281.00

N.C.C. this FY \$10,228.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 45% Federal, 45% State funds, 10% County

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

Roxana Mendoza 313-1672

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

9/17/15

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/19/2015

Add one (1) Social Service Program Analyst (X4SH) (represented) full time position, allocate to salary schedule KZ5 1642 (\$5,657-\$6,876) in the Workforce Services Bureau of the Employment and Human Services Department.

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

Effective: ☒ Day following Board Action.

☐ _____ (Date)

Lisa Lopez

11/3/2015

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/3/2015

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

DATE 11-10-15

BY Ann's 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: