

POSITION ADJUSTMENT REQUEST

NO. 21795
DATE 11/16/2015

Department Health Services

Department No./

Budget Unit No. 0450 Org No. 5752 Agency No. A18

Action Requested: Establish one (1) Emergency Planning Coordinator-Project classification, allocate it to the salary schedule at salary plan and grade ZB5-1501 (\$4,920-\$5,980); add one (1) Emergency Planning Coordinator-Project position; and cancel one (1) Emergency Planning Coordinator (9GSA) position #13458 in the Health Services Department.

Proposed Effective Date: 12/9/2015

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 \$119,647.37

Net County Cost \$0.00

Total this FY \$59,823.68

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Grant revenue offset - UASI and PHEP Funds

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

Arlene J. Lozada

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/10/2015

Establish the classification of Emergency Planning Coordinator-Project (9GV1); allocate to the salary plan and grade Z25-1501 (\$4,920-\$5,980); add one (1) Emergency Planning Coordinator-Project position; and cancel vacant Emergency Planning Coordinator (9GSA) position #13458 at salary plan and grade ZB5-1501 (\$4,920-\$5,980) in the Health Services Department. (Represented).

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

Effective: ☒ Day following Board Action.

☐ ____ (Date)

Marta Goc

12/10/2015

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/29/2015

☒ 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 1-5-16

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: