

C. 30

# POSITION ADJUSTMENT REQUEST

NO. 21848  
DATE 3/25/2016

Department Health Services

Department No./  
Budget Unit No. 0460 Org No. 5890 Agency No. A18

Action Requested: Cancel one (1) Clerk-Senior Level (JWXB) position #7151 and add one (1) Clerical Supervisor (JWHF) position in the Health Services Department.

Proposed Effective Date: 4/13/2016

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	<u>\$103,858.69</u>	Net County Cost	<u>\$15,578.80</u>
Total this FY	<u>\$17,309.78</u>	N.C.C. this FY	<u>\$2,596.46</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 85% State CA Children Services and 15% General Fund

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 \_\_\_\_\_

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 4/6/2016

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the Department.

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 4-12-16

BY Chris Healy

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: