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POSITION ADJUSTMENT REQUEST

NO. 21849
DATE 3/25/2016

Department Health Services

Department No./
Budget Unit No. 4650 Org No. 5828 Agency No. A18

Action Requested: Add three (3) full-time and one (1) part-time 20/40 Community Health Worker II (VKVB) positions, and cancel two (2) Clerk-Senior Level (JWXC) positions #6426 and #8493 and two (2) Clerk-Experienced Level (JWXB) positions #13895 and #8460 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>(\$3,868.00)</u>	Net County Cost	<u>(\$967.00)</u>
Total this FY	<u>(\$967.00)</u>	N.C.C. this FY	<u>(\$241.75)</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings(75% State WIC and 25% 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
Exempt from Human Resources review under delegated authority. DATE _____

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 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: