

POSITION ADJUSTMENT REQUEST

NO. 21972
DATE 9/29/2016

Department Health Services

Department No./
Budget Unit No. 0540 Org No. 5792 Agency No. A18

Action Requested: Increase the hours of Community Health Worker I-Project (VKW1) position #11350 from 20/40 to 28/40 and decrease hours of Community Health Worker II (VKVB) position #8449 from 40/40 to 32/40 and its incumbent in the Health Services Department.

Proposed Effective Date: 11/1/2016

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>(\$2,601.28)</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>(\$1,950.96)</u>	N.C.C. this FY	<u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT FQHC & Teenage Pregnancy Prevention Grant Offset (Savings)

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

Enid Mendoza

10/10/2016

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

10/10/2016

- 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 October 18 2016

BY [Signature]

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: