

## POSITION ADJUSTMENT REQUEST

NO. 22024  
DATE 1/11/2017Department HEALTH SERVICESDepartment No./  
Budget Unit No. 0540 Org No. 6555 Agency No. A18

Action Requested: Add and cancel various positions in the Health Services Department, as specified in Attachment 1.

Proposed Effective Date: 2/8/2017Classification 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 \$1,209,322.56Net County Cost \$0.00Total this FY \$503,884.40N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Shelanda Adams

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

1/27/2017

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

1/27/2017☐ 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 AdministratorDATE 2/1/17BY Shelanda Adams

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:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 1/27/2017

No. \_\_\_\_\_

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project:      Start Date \_\_\_\_\_      End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
 

|                                       |                                                                  |
|---------------------------------------|------------------------------------------------------------------|
| a. Salary & Benefits Costs: _____     | b. Support Costs: _____<br>(services, supplies, equipment, etc.) |
| c. Less revenue or expenditure: _____ | d. Net cost to General or other fund: _____                      |
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 

|                           |                                |
|---------------------------|--------------------------------|
| a. potential future costs | d. political implications      |
| b. legal implications     | e. organizational implications |
| c. financial implications |                                |
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY

**POSITION ADJUSTMENT RESOLUTION NO. 22024 ATTACHMENT 1**

ADD THE FOLLOWING SEVEN (7) POSITIONS:

- One (1) 40/40 – Health Services Information Systems Programmer/Analyst (LBTC) at salary level ZB5-1787 (\$6,791-\$9,101);
- Two (2) 40/40 – Health Services Information Technology Manager (LBFA) at salary level 3RX-1236 (\$9,195 - \$11,177);
- Three (3) 40/40 – Health Services Systems Analyst II (LBVC) at salary level ZB5-1784 (\$6,771 - \$9,074);
- One (1) 40/40 - Network Analyst II (LBTA) at salary level ZA5-1787 (\$6,791 - \$8,255);

AND CANCEL THE FOLLOWING POSITION IN THE HEALTH SERVICES DEPARTMENT:

- Position #7153 – Information Systems Assistant II (LTVH) at salary level 3RA-1005 (\$3,131 - \$3,806).

