

# POSITION ADJUSTMENT REQUEST

C.39

NO. 22122  
DATE 7/6/2017Department Health Services/Medical Care Admin Department No./  
Budget Unit No. 0540 Org No. 6544 Agency No. A18

Action Requested: Add one (1) full-time Medical Staff Coordinator (VASC) position and cancel one (1) full-time vacant Clerk - Experienced Level position #13988 in the Health Services Department.

Proposed Effective Date: 8/2/2017Classification 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 | <u>\$21,632.99</u> | Net County Cost | <u>\$0.00</u> |
| Total this FY     | <u>\$18,027.49</u> | N.C.C. this FY  | <u>\$0.00</u> |

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Third Party RevenuesDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Abigail O'Connor

(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 7/24/2017

- ☐ 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 August 1, 2017BY 

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: