

POSITION ADJUSTMENT REQUEST

C.23

NO. 22126
DATE 7/24/2017Department HEALTH SERVICES

Department No./

Budget Unit No. 0454 Org No. 0454 Agency No. A18

Action Requested: Add one full time Clerk - Senior Level (JWXC) position and cancel one part time Public Administrator's Program Assistant (AXSD) position #16276 in the Health Services Department.

Proposed Effective Date: 8/9/2017Classification 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 \$25,258.80Net County Cost \$0.00Total this FY \$23,159.62N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Estate fees

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Melissa Carofanello

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

8/1/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/1/2017

Add one (1) permanent full-time Clerk-Senior Level (JWXC) at salary level 3RX-1033 (\$3,307 - \$4,223) and cancel one (1) permanent part-time Public Administrator's Program Assistant (AXSD) position #16276 salary level ZB5 - 1392 (\$4,731 - \$5,750) in the Health Services Department. (Represented)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.☐ _____(Date)

Marta Goc

8/1/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

8/9/2017

- ☒
- Approve Recommendation of Director of Human Resources
-
- ☐
- Disapprove Recommendation of Director of Human Resources
-
- ☐
- Other: _____

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 15, 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: