POSITION ADJUSTMENT REQUEST

NO. 22155
DATE 8/18/2017

Department HEALTH SERVICES

Department No./
Budget Unit No. 0540 Org No. 6555 Agency No. A18

Action Requested: Add two permanent full-time Network Administrator I (LNSA) positions and cancel one vacant full-time Information System Technician I (LNSA) position #12312 and one vacant full-time Information System Technician II (LTVB) position #9727 in the Health Services Department.

Proposed Effective Date: 9/20/2017

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 $67,575.26   Net County Cost $0.00

       Total this FY $56,312.71   N.C.C. this FY $0.00

SOURCE 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   9/13/2017

_____   _____
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   9/13/2017

☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources   Enid Mendoza
☒ Other: Approve as recommended by the Department.

_____
(for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒   DISAPPROVED ☐   and County Administrator

DATE 09-19-17   BY _____

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: