

POSITION ADJUSTMENT REQUEST

C.40

NO. 22188
DATE 10/17/2017Department Health ServicesDepartment No./
Budget Unit No. 0450 Org No. 5754 Agency No. A18

Action Requested: Add one (1) Public Health Program Specialist I (VBSD) position and cancel one (1) Health Services Planner/Evaluator-Level B Project (VAS1) position #14290 in the Health Services Department.

Proposed Effective Date: 11/08/2017Classification 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 (\$6,698.28)Net County Cost \$0.00Total this FY (\$4,465.51)N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings to Federal AIDS GrantsDepartment 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

Susan Smith

10/23/2017

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 10/31/2017

- ☐ 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 November 7 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: