

# POSITION ADJUSTMENT REQUEST

C.19

NO. 22190  
DATE 5/18/2017Department Health Services

Department No./

Budget Unit No. 0450 Org No. 6330 Agency No. A18

Action Requested: Establish the classification of Surgery Scheduler and Reclassify Clerk-Senior Level position #7353 in the Health Services Department.

Proposed Effective Date: \_\_\_\_\_

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 \$9,368.25

Net County Cost \_\_\_\_\_

Total this FY \$0.00

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Hospital Enterprise Fund I RevenueDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Jacqueline Kidd

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

8/2/2017

(for) Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/29/2017

Establish the Classification of Surgery Scheduler (J9TA)(Represented) at salary plan and grade 3RX 1157 (\$3,735-\$4,770), and reclassify one Clerk-Senior Level position (#7353) and its incumbent to Surgery Scheduler.

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

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

Tanya Williams

11/29/2017

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/6/17☒ 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 December 12, 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: