

POSITION ADJUSTMENT REQUEST

C.25

NO. 22198
DATE 11/16/2017

Department HEALTH SERVICES

Department No./
Budget Unit No. 0540 Org No. 6567 Agency No. A18

Action Requested: Add one (1) Account Clerk Supervisor (JDHD) position at salary plan and grade K6X-1340 (\$4,482.11 - \$5,723.85) in the Health Services Department.

Proposed Effective Date: 12/6/2017

Classification Questionnaire attached: Yes [ ] No [x] / Cost is within Department's budget: Yes [ ] No [x]

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$116,922.71 Net County Cost \$0.00
Total this FY \$68,204.91 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

Susan Smith

11/29/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/20/2017

Add one (1) permanent full-time Account Clerk Supervisor (JDHD) position at salary plan and grade K6X-1340 (\$4,482-\$5,723) in the Health Services Department. (Represented)

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

Effective: [x] Day following Board Action.

[ ] (Date)

Marta Goc

12/20/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/2/2018

- [x] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other:

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED [ ]

David J. Twa, Clerk of the Board of Supervisors and County Administrator

DATE January 9 2018

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: