

POSITION ADJUSTMENT REQUEST

C.33

NO. 22169
DATE 9/27/2017

Department Health Services

Department No./
Budget Unit No. 0540 Org No. 6549 Agency No. A18

Action Requested: Establish the classification of Health Services Compliance and County HIPAA Privacy Officer-Exempt and allocate it on salary schedule at salary plan and grade level B85-1972 (\$8,405 - \$10,216), and add one full-time position in the Health Services Department.

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

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 \$27,465.48 Net County Cost \_\_\_\_\_
Total this FY \$13,732.74 N.C.C. this FY \_\_\_\_\_

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.

Jo-Anne Linares

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Susan Smith

1/3/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/3/2018

Establish the classification of Health Services Compliance and County HIPAA Privacy Officer-Exempt at salary plan and grade B85 1972 (\$8,405-\$10,216) and add one position in the Health Services Department

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

Effective: [X] Day following Board Action.

[ ] (Date)

LaShonda Smith, HR Consultant

1/3/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/4/2018

- [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

[Signature]

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: