

POSITION ADJUSTMENT REQUEST

C.24

NO. 22233
DATE 1/31/2018Department Human ResourcesDepartment No./
Budget Unit No. 0540 Org No. 6549 Agency No. 18

Action Requested: Reallocate the salary of the Director of Health Services-Exempt (VCA1) from a one (1) step salary class at salary plan and grade BD5 2738 (\$26,690.73 per month) to a three (3) step salary class at salary plan and grade BD5 2738 (\$28,025.27 - \$30,897.86 per month)

Proposed Effective Date: 2/1/18Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost _____ Net County Cost _____

Total this FY _____ N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Hospital Enterprise Fund I (145000)

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Lisa Driscoll

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

1/31/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/31/2018

Reallocate the salary of the Director of Health Services-Exempt (VCA1) from a one (1) step salary class at salary plan and grade BD5 2738 (\$26,690.73 per month) to a three (3) step salary class at salary plan and grade BD5 2738 (\$28,025.27 - \$30,897.86 per month)

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

Effective: ☐ Day following Board Action.☒ 2/1/18(Date)

Gladys Scott Reid

1/31/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/31/2018☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: _____

Lisa Driscoll

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE February 6, 2018BY 

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: