

POSITION ADJUSTMENT REQUEST

C.26

NO. 22185
DATE 10/10/2017Department HEALTH SERVICESDepartment No. /
Budget Unit No. 0860 Org No. 6109 Agency No. A18

Action Requested: Add one permanent full-time Licensed Vocational Nurse (VT7G) position and cancel one vacant part-time Registered Nurse (VWXG) position #16336.

Proposed Effective Date: 10/25/2017Classification 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 \$15,913.68Net County Cost \$0.00Total this FY \$10,609.12N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Contra Costa Health Plan member feesDepartment 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

1/29/2018

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 1/30/18☐ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources

/s/ Julie DiMaggio Enea

☒ Other: Approve as recommended by the Department.

(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: