

POSITION ADJUSTMENT REQUEST

C.35

NO. 21815
DATE 12/18/2015Department Health ServicesDepartment No./
Budget Unit No. 0540 Org No. 6547 Agency No. A18

Action Requested: Establish the classification of Staff Development and Training Specialist and reclassify position #10080 (VMWE) and position #13926 (APTA) 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: _____

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

Total annual cost \$13,534.29Net County Cost \$0.00Total this FY \$5,639.28N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT ADOPT Position Adjustment 100% offset by Third Party revenueDepartment 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

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/25/2018

Establish the classification of Training and Staff Development Specialist (APSG) at salary plan and grade level ZB5 1001 (\$6059 - \$7365) and reclassify the Senior Health Education Specialist (VMWE) position #10080 at salary plan and grade level TC5 1543 (\$5,494 - \$6,678) and the Administrative Services Assistant III (APTA) position #13926 at salary plan and grade level ZB5-1631 (\$5994 - \$7286)

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

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

Marta Goc

1/25/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 2/7/2018☒ 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 ☒ ~~DISAPPROVED~~ ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE 02-13-18BY 

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: