

POSITION ADJUSTMENT REQUEST

C.34

NO. 22189
DATE 10/18/2017Department Health ServicesDepartment No./
Budget Unit No. 0450 Org No. 6551 Agency No. A18

Action Requested: Add one permanent full-time Account Clerk Supervisor (JDHD) position at salary plan and grade K6X-1340 (\$4,482 - \$5,723) and cancel vacant Administrative Analyst (APWA) position #17000 at salary plan and grade ZB5-1277 (\$4,222 - \$5,131) in the Health Services Department. (Represented)

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: \$0.00

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

Total annual cost \$10,442.63

Net County Cost _____

Total this FY \$3,480.88

N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Funds

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

Jacqueline Kidd

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Susan Smith

11/3/2017

Deputy County Administrator_____
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/27/2018

ADOPT Position Adjustment Resolution No. 22189 to add one (1) Account Clerk Supervisor (JDHD) at salary level K6X-1340 (\$4,482 - \$5,723), and cancel one (1) vacant Administrative Analyst (APWA) position #17000 at salary level ZB5-1277 (\$4,222 - \$5,131) in the Health Services Department. (Represented)

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

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

Marta Goc

2/27/2018

(for) Director of Human Resources_____
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/21/2018☒ 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 March 27 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: