

# POSITION ADJUSTMENT REQUEST

C.53

NO. 22279  
DATE 4/5/2018Department HEALTH SERVICESDepartment No./  
Budget Unit No. 0860 Org No. 6120 Agency No. A18

Action Requested: Add one permanent full-time Clerk-Senior Level (JWXC) position at salary plan and grade 3RX-1033 (\$3,307 - \$4,223) and cancel one vacant permanent full-time Secretary-Advanced Level (J3TG) position #8173 at salary plan and grade 3R2-1163 (\$3,885 - \$4,973) in the Health Services Department. (Represented)

Proposed Effective Date: 4/18/2018Classification 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 (\$12,197.43)Net County Cost \$0.00Total this FY (\$3,049.35)N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings

Department 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

/s/ Julie DiMaggio Enea

6/12/2018

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/20/2018

Add one Clerk-Senior Level (JWXC) position at salary plan and grade 3RX-1033 (\$3,307 - \$4,223) and cancel one vacant Secretary-Advanced Level (J3TG) position #8173 at salary plan and grade 3R2-1163 (\$3,885 - \$4,973) 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)

HR Consultant, LaShonda Smith

6/20/2018

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 6/20/2018☒ 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 June 26 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: