

POSITION ADJUSTMENT REQUEST

C.31

NO. 22203
DATE 5/15/2018Department HEALTH SVCS - EMSDepartment No./
Budget Unit No. 0540 Org No. 7406 Agency No. A18

Action Requested: Reclassify one Account Clerk Advanced Level (JDTD) position #14908 to Health Services Level A (VANF) 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: \$0.00

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

Total annual cost \$17,610.00Net County Cost \$0.00Total this FY \$17,610.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT EMS Ambulance Services Area Zone B fundingDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Mary Dunn

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

6/11/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/18/2018

ADOPT Position Adjustment Resolution No. 22203 to reclassify one Account Clerk-Advanced Level (JDTD) position #14908 (represented) and its incumbent at salary plan and grade 3RX-1133 (\$3,761 - \$4,803) to an Health Services Administrator Level A (VANF) (represented) at salary plan and grade ZB2-1100 (\$3,759 - \$5,445), and place the incumbent at step 13 of the salary range of the new classification, in the Health Services Department.

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

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

Marta Goc

6/18/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 7/3/2018

- ☒
- 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 July 10 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: