

# POSITION ADJUSTMENT REQUEST

C.35

NO. 22282  
DATE 4/23/2018

Department Health Services Department

Department No./  
Budget Unit No. 0467 Org No. 5987 Agency No. A18

Action Requested: Add one permanent Clerk-Specialist Level position (JWXD) at salary plan and grade 3RX-1156 (\$3,847.68 - \$4,913.64) in the Health Services Department. (Represented)

Proposed Effective Date: 7/1/2018

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 \$101,610.61

Net County Cost \$0.00

Total this FY \$101,610.61

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% MHSA and 50% Federal Financial Participation funding

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

Adrienne Todd

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Susan Smith

6/25/18

\_\_\_\_\_  
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 6/27/18

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☒ Other: Approve as recommended by the Department.

/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 Administrator

DATE July 10 2018

BY June Wilson

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: