

POSITION ADJUSTMENT REQUEST

C.38

NO. 22306
DATE 5/23/2018Department Health Services

Department No./

Budget Unit No. 0450 Org No. 5761 Agency No. A18

Action Requested: Add one (1) Administrative Analyst (APWA) position at salary plan and grade ZB5-1277 (\$4,348 - \$5,285) in the Health Services Department. (Represented)

Proposed Effective Date: 7/1/2018Classification 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 \$108,175.00

Net County Cost _____

Total this FY \$108,175.00

N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% within Department's budgeted General Fund allocation.Department 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

Susan Smith

7/1/2018

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 7/1/18

- ☐ 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 AdministratorDATE July 10 2018BY June M. Twa

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: