

# POSITION ADJUSTMENT REQUEST

C.40

NO. 22315  
DATE 6/14/2018Department Health Services

Department No./

Budget Unit No. 0540 Org No. 6554 Agency No. A18

Action Requested: Add one (1) permanent full time Account Clerk-Experienced Level (JDVC) position at salary plan and grade 3RH-0755 (\$3,387.30 - \$4,199.24) and cancel vacant part time (30/40) Clerk-Specialist Level (JWXD) position #7208 at salary plan and grade 3RX-1156 (\$3,847 - \$4,913) in the Health Services Department. (All represented)

Proposed Effective Date: 7/10/2018Classification 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 \$9,062.37Net County Cost       Total this FY \$9,062.37N.C.C. this FY       SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Fund I

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

6/22/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

Exempt from Human Resources review under delegated authority.

DATE       

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:

☐ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☒ Other: Approve as recommended by the Department.DATE 6/27/18

/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. Allen

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: