

# POSITION ADJUSTMENT REQUEST

C.35

NO. 22299  
DATE 5/16/2018

Department Health Services

Department No./  
Budget Unit No. 0450 Org No. 5752 Agency No. A18

Action Requested: Add one Administrative Analyst (APWA) position at salary plan and grade ZB5-1277 (\$4,348 - \$5,285) and cancel vacant Emergency Planning Coordinator (9GSA) position #13459 at salary plan and grade ZB5-1501 (\$5,428 - \$6,598) in the Health Services Department. (All represented)

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 (\$23,152.00)

Net County Cost \_\_\_\_\_

Total this FY (\$23,152.00)

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings

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

/s/ Julie DiMaggio Enea

6/11/2018

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/18/2018

ADOPT Position Adjustment Resolution No. 22299 to add one Administrative Analyst (APWA) position at salary plan and grade ZB5-1277 (\$4,348 - \$5,285) and cancel one Emergency Planning Coordinator (9GSA) position #13459 at salary plan and grade ZB5-1501 (\$5,428 - \$6,598) in the Health Services Department. (All represented)

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 7/18/2018

☒ 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 Administrator

DATE July 24 2018

BY 

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: