

POSITION ADJUSTMENT REQUEST

C.38

NO. 22280
DATE 4/4/2018

Department HEALTH SERVICES
Department No./ Budget Unit No. 0540 Org No. 6555 Agency No. A18
Action Requested: Add one permanent full-time Database Administrator (LWSA) position at salary plan and grade ZB5-1834 (\$7,328 - \$9,821) and cancel one vacant full-time Mental Health Clinical Specialist (VQSB) position #17177 at salary plan and grade TC2-1384 (\$4,835 - \$7,178). (Represented)

Proposed Effective Date: 4/25/2018

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$42,966.73 Net County Cost \$0.00
Total this FY \$3,580.56 N.C.C. this FY \$0.00

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.

Shelanda Adams

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea 7/3/2018

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/26/2018

Add one Database Administrator (LWSA) (represented) position at salary plan and grade ZB5 1834 (\$7,548 - \$10,115) and cancel one Mental Health Clinical Specialist (VQSB) (represented) position number 17177

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

Effective: [x] Day following Board Action.
[] (Date)

Gladys Scott Reid 7/26/2018

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 7/30/2018

[x] 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:

David J. Twa, Clerk of the Board of Supervisors and County Administrator

Adjustment is APPROVED [x] DISAPPROVED []

DATE August 7 2018

BY [Signature]

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: