

POSITION ADJUSTMENT REQUEST

C.30

NO. 22375
DATE 10/10/2018

Department Health Services
Department No./ Budget Unit No. 0460 Org No. 6125 Agency No. A18

Action Requested: Add one (1) permanent Clerk-Specialist-Level (JWXD) position at salary level 3RX-1156 (\$3,847.68 - \$4,913.64) and Cancel one (1) vacant Secretary Journey-Level (J3TF) position #14716 at salary level 3R2-1015 (\$3,466.77 - \$4,778.98) in the Health Services Department. (Represented)

Proposed Effective Date: 11/01/2018

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 \$2,375.40 Net County Cost
Total this FY \$1,385.65 N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% HMO Enterprise Funds

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

Jacqueline Kidd

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

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 10/30/18

[] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[x] Other: Approve as recommended by the department.

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED []

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

DATE November 6 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: