

# POSITION ADJUSTMENT REQUEST

NO. 22394  
DATE 11/16/18

C.26

Department Health Services

Budget Unit No. 0467 Org No. 5727

Department No./  
Agency No. A18

Action Requested: Add one Administrative Services Assistant II (APVA) position in the Health Services Department.

Proposed Effective Date: 12/11/2018

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 \$136,651

Net County Cost 0

Total this FY

\$68,325

N.C.C. this FY

\$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: 100% Mental Health Services Act

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Sabrina Pearson

(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 12/11/18

☐ 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~~ ☐ xxx

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

DATE 12-18-18

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: