

POSITION ADJUSTMENT REQUEST

NO. 22398
DATE 12/4/18Department Health ServicesDepartment No./
Budget Unit No. 5770 Org No. 5826 Agency No. A18

Action Requested: Add two Clerk-Senior Level (JWXC) positions and cancel one vacant Administrative Aide-Project (AP73) position #14698 and cancel one vacant Administrative Aide-Deep Class (AP7A) position #17050 in Health Services Department.

Proposed Effective Date: 1/15/2019Classification 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 \$41,163

Net County Cost

Total this FY \$8,232

N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State California Department of Public Health (CDPH) allocation for Maternal, Child & Adolescent Health (MCAH) with Federal match from Title XIX funding.

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 _____

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

DATE

1/15/19

BY

Jami Napier

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: