

C.38

POSITION ADJUSTMENT REQUEST

NO. 22425
DATE 01/30/19

Department No./
Budget Unit No. 0540 Org No. 6570 Agency No. A18

Department Health Services/Registration

Action Requested: Decrease by eight (8) hours Clerk – Senior Level (JWXC) position #15692 from 32/40 to 24/40 hours and increase by eight (8) hours Clerk – Senior Level (JWXC) position #8535 from 32/40 to 40/40 hours in the Health Services Department.

Proposed Effective Date: 02/13/2019

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 <u>\$0.00</u> | Net County Cost <u>\$0.00</u> |
| Total this FY <u>\$0.00</u> | N.C.C. this FY <u>\$0.00</u> |

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost neutral (100% Enterprise Fund I)

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

Abigail O'Connor

(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 2/6/2019

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

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

Adjustment is APPROVED DISAPPROVED

DATE 2/12/19

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: