

POSITION ADJUSTMENT REQUEST

C.40

NO. 22561
DATE 12/2/2019

Department Health Services Department

Department No./
Budget Unit No. 0540 Org No. 6371 Agency No. A18

Action Requested: Increase the hours of one Occupational Therapist (V5VH) position #7592 from 28/40 to 36/40 and its incumbent and decrease hours of one Occupational Therapist (V5VH) position #16885 from 40/40 to 32/40 and its incumbent in the Health Services Department.

Proposed Effective Date: _____

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost \$0.00 Net County Cost _____

Total this FY \$0.00 N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT No impact to 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

Sarah Kennard for

12/2/2019

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 12/2/2019

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Timothy M. Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒

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

DATE 12-10-2019

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: