

POSITION ADJUSTMENT REQUEST

NO. 25672
DATE 12/11/2020

Department Health Services Department No./
Budget Unit No. 0450 Org No. 5766 Agency No. A18
Action Requested: Cancel one Public Health Program Specialist II (VBND) Position #11982 and add one Administrative Services Assistant III (APTA) position in Health Services Department.

Proposed Effective Date: 01/06/2020

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 (\$12,283.41) Net County Cost
Total this FY (\$4,094.47) N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: Cost savings to the General Fund allocation

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 12/29/2020
 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:
Adjustment is APPROVED ~~DISAPPROVED~~

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

DATE 01-05-2021

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: