POSITION ADJUSTMENT REQUEST

NO. 25710
DATE 4/5/21

Department Health Services

Department No./
Budget Unit No. 0540 Org No. 6555 Agency No. A18

Action Requested: Add one (1) Buyer II (STTA) (represented) and cancel one (1) Administrative Services Assistant III (APTA) (represented) position number 16407

Proposed Effective Date: 4/20/21

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 ($14,617.00)   Net County Cost $0

        Total this FY   (3,204.25)   N.C.C. this FY $0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Hospital Enterprise Fund I Cost Savings

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

Mary Jane De Jesus-Saepharn

_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for	4/5/2021
Deputy County Administrator	Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE 4/7/2021
Add one (1) Buyer II (STTA) (represented) and cancel one (1) Administrative Services Assistant III (APTA) (represented) position number 16407

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.
       ☐ _____(Date)

Brianna Barker	4/7/2021
(for) Director of Human Resources	Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE   04/12/2021
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources   Enid Mendoza
☐ Other:

_____
(for) County Administrator

BOARD OF SUPERVISORS ACTION: 04-20-2021 Monica Nino, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒   DISAPPROVED ☐   and County Administrator

DATE 04-20-2021   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:

P300 (M347) Rev 3/15/01