

POSITION ADJUSTMENT REQUESTNO. 25749
DATE 5/10/2021Department Health Services

Department No./

Budget Unit No. 0540 Org No. 6567 Agency No. A18

Action Requested: Add three (3) Accountant III (SATA) (represented) in salary plan and grade ZB5 1576 (\$6,236.23 - \$7,612.00) and cancel two (2) vacant Accounting Technician (JD7A) (represented) positions #15836 and 15857 in salary plan and grade 3RX 1236 (\$4,461.39 - \$5,697.38) in the Finance Division of the Health Services Department.

Proposed Effective Date: 6/9/2021Classification 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 \$226,735.44Net County Cost \$0.00Total this FY \$39,204.26N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Grants and third party billing (Hosp. Enterprise Fund I).

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

5/27/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/28/2021

Add three (3) Accountant III (SATA) (represented) in salary plan and grade ZB5 1576 (\$6,236 - \$7,613) and cancel two (2) vacant Accounting Technician (JD7A) (represented) positions #15836 and 15857 in salary plan and grade 3RX 1236 (\$4,461 - \$5,697)

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

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

Alan Aguirre

5/28/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6/2/2021☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other:

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE 06-08-2021BY 

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: