

POSITION ADJUSTMENT REQUEST

C.46

NO. 25753
DATE 5/25/2021

Department Health Services
Department No./ Budget Unit No. 0540 Org No. 6555 Agency No. A18
Action Requested: Add two (2) Health Services Information Technology Manager (LBFA) and cancel two (2) vacant Health Services Information Technology Supervisors (VCFB) position numbers 9640 and 12006 in the Health Services Department.

Proposed Effective Date: 6/9/2021

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [] No [x]

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

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

Total annual cost \$48,025.64 Net County Cost \$0.00
Total this FY \$4,002.14 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise fund I, ELC grant funded

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 _____

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: [x] Day following Board Action.

[] _____ (Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6/1/2021

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

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED [] XXXX

Monica Nino, Clerk of the Board of Supervisors and County Administrator

DATE 06-08-2021

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: