

POSITION ADJUSTMENT REQUEST

C.20

NO. 25800
DATE 8/25/2021

Department Health Services
Department No./ Budget Unit No. 0540 Org No. 6345 Agency No. A18
Action Requested: Add add one (1) Pharmacy Technician (VY9B) in the Health Services Department

Proposed Effective Date: 9/8/2021

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

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$103,536.26 Net County Cost \$0.00
Total this FY \$86,280.17 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% 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 8/30/2021
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 9/8/2021
[ ] 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 [ ]

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

DATE 9-14-2021

BY [Signature]

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: