

POSITION ADJUSTMENT REQUEST

C.21

NO. 25801
DATE 8/30/2021

Department Health Services Department
Department No./ Budget Unit No. 0463 Org No. 5731 Agency No. A18

Action Requested: Cancel Public Health Program Specialist I - Project (VBS2) Position #17872 and Account Clerk - Advanced Level (JDTD) Position # 17873; and Add one Administrative Services Assistant II (APVA), one Clerk - Experienced Level (JWXB), and one Planner and Evaluator - Level A (VCXC) positions in the Health Services Department.

Proposed Effective Date: 9/15/2021

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

Total One-Time Costs (non-salary) associated with request: \$0

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

Total annual cost \$90,381.00 Net County Cost \$0.00
Total this FY \$90,381.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% CA Homeless Housing Assistance and Prevention Program

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

Lauren Jimenez

(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 [x]

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

DATE 09-14-2021

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: