

POSITION ADJUSTMENT REQUESTNO. 25826
DATE 10/28/2021Department Health ServicesDepartment No./
Budget Unit No. 0450 Org No. 5826 Agency No. 18

Action Requested: Add one (1) Director of Family, Maternal and Child Health full-time position (40/40) (VCFA) at salary plan and grade ZA5-1912 (\$8,997.44 - \$10,936.45), and one (1) Administrative Services Assistant III (APTA) full-time (40/40) position at salary plan and grade ZB5-1631 (\$6,812.18 - \$8,280.26) in the Health Services Department.

Proposed Effective Date: 11/17/2021Classification 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 \$386,462.91Net County Cost \$0.00Total this FY \$257,641.94N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General FundDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Larita Clow

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

11/2/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

Exempt from Human Resources review under delegated authority.

DATE _____

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

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

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/10/2021

- ☐
- Approve Recommendation of Director of Human Resources
-
- ☐
- Disapprove Recommendation of Director of Human Resources
-
- ☒
- Other:
- Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒ XXXXMonica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE 11-16-2021BY 

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: