

C.25

## POSITION ADJUSTMENT REQUEST

NO. 25921  
DATE 3/15/2022

Department Health Services

Department No./  
Budget Unit No. 0540 Org No. 6365 Agency No. A18

Action Requested: Add one (1) Assistant Clinical Laboratory Manager (VHGF); one (1) Supervising Clinical Laboratory Scientist/LIS Analyst (VHHF); and one (1) Cytotechnologist (VFVB); and cancel Psychiatric Technician (VQWB) position #13026; Community Health Worker II (VKVB) position #15784; Licensed Vocational Nurse (VT7G) position #9249; Family Nurse Practitioner (VWSB) position #15469 in the Health Services Department.

Proposed Effective Date: 3/30/2022

Classification 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 \$1,872.00

Net County Cost \$0.00

Total this FY \$468.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Fund I

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

Jo-Anne Linares

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

3/22/2022

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: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/23/2022

- ☐ 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~~ ☐ XXXXXXXXXX

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

DATE 03-29-2022

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: