

POSITION ADJUSTMENT REQUEST

NO. 25932
DATE 1/1/2022

Department Health Services
Department No./ Budget Unit No. 0540 Org No. 6569 Agency No. A18
Action Requested: Cancel one (1) vacant Clerical Supervisor position #14950 and add one Account Clerk Supervisor position in the Finance division of the Health Services department. (Represented)

Proposed Effective Date: 4/26/2022

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

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

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

Total annual cost \$5,733.82 Net County Cost \$0.00
Total this FY \$955.64 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.

Lauren Ludwig
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for 4/18/2022
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.
[ ] 4-26-2022

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 4/19/2022

- [ ] 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 04-26-2022

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: