

POSITION ADJUSTMENT REQUEST

C.20

NO. 26011
DATE 4/21/2022Department Employment and Human Services Department No. /
Budget Unit No. 0504 Org No. 5452 Agency No. 19

Action Requested: Add one (1) Social Services Program Assistant (XOSA) (represented) full time position at Salary Plan and Grade 255 1384 (\$5,333.26 - \$6482.61) and cancel (1) Medi-Cal Program Assistant (XHSB) (represented) full time position at Salary Plan and Grade 255 1384 (\$5,333.26 - \$6482.61) position #10935

Proposed Effective Date: 5/1/2022Classification 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 \$0.00Net County Cost \$0.00Total this FY \$0.00N.C.C. this FY 0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 39% Federal, 46% State, 15% County FundsDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Marcie Clark

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Danielle Fokkema

8/2/2022

(for) Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/9/2022

Add one Social Services Program Assistant position (XOSA) (represented) and cancel one Medi-Cal Program Assistant position (XHSB) (represented)

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

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

Gladys Scott Reid

8/9/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

- ☐
- Approve Recommendation of Director of Human Resources
-
- ☐
- Disapprove Recommendation of Director of Human Resources
-
- ☐
- Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒Monica Nino, Clerk of the Board of Supervisors
and County AdministratorDATE 08-16-2022BY 

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: