

## POSITION ADJUSTMENT REQUEST

NO. 26020  
DATE 8/9/2022Department Health Services

Department No./

Budget Unit No. 0450 Org No. 5775 Agency No. A18Action Requested: Cancel one (1) vacant Clerk – Senior Level (JWXC) position #8506 and add one (1) Driver Clerk (9QWA) position in the Health Services Department. (Represented)Proposed Effective Date: 9/1/2022Classification 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 (\$4,582.00)Net County Cost \$0.00Total this FY (\$3,818.00)N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT: Cost Savings (100% Hospital Enterprise Fund I)Department 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

Sarah Kennard for

8/29/22

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.☒ 09-01-2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/7/2022☐ 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~~ ☐Monica Nino, Clerk of the Board of Supervisors  
and County AdministratorDATE 9-13-2022BY Monica Nino

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: