

POSITION ADJUSTMENT REQUEST

NO. 25592
DATE 3/6/2020

Department Health Services
Department No./ Budget Unit No. 0540 Org No. 6501 Agency No. 18
Action Requested: Establish three classifications, and reclassify positions in the Health Services Department. (See Attachment #1)

Proposed Effective Date: _____

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

Total One-Time Costs (non-salary) associated with request: 0.00

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

Total annual cost \$154,863 Net County Cost \$0.00
Total this FY \$51,621 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.

Larita Clow

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

2/27/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/27/2023

See Attachment #1

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

Effective: [X] Day following Board Action.
[] (Date)

Alycia Leach

2/27/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/2/2023

- [X] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED []

DATE 03-07-2023

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

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:

ADOPT Position Adjustment Resolution No. 25592, to establish the following three (3) classifications:

1. Food Service Worker - Generalist (1KVG) (represented) at salary plan and grade TB5 1002 (\$3,947 - \$4,798) with five (5) steps and **reclassify** twenty-six (26) Institutional Services Worker - Generalist (1KVD) (represented)

Position Numbers:

1. 7663 – Vacant
2. 7668 – EE #73839 at step 5
3. 7670 – EE #91561 at step 5
4. 7679 – EE #75541 at step 5
5. 7681 – EE #85173 at step 2
6. 7701 – EE #85154 at step 5
7. 7722 – EE #81577 at step 5
8. 7723 – EE #92804 at step 5
9. 8163 – EE#92857 at step 5
10. 8559 – EE #92718 at step 5
11. 8560 – EE #92199 at step 1
12. 8886 – Vacant
13. 8890 – EE #93117 at step 4
14. 8891 – Vacant
15. 9028 – EE #92905 at step 4
16. 9033 – EE #89197 at step 3
17. 12810 – EE #70099 at step 5
18. 12812 – EE #86478 at step 2
19. 12813 – Vacant
20. 14461 – Vacant
21. 14462 – Vacant
22. 14470 – Vacant
23. 14471 – Vacant
24. 19732 – Vacant
25. 19733 – Vacant
26. 19734 – Vacant

2. Food Service Worker - Specialist (1KVH) (represented) at salary plan and grade TB5 1003 (\$5,038) with one (1) step and **reclassify** five (5) Institutional Services Worker - Specialist (1KVE) (represented)

Position Numbers

1. 7675 – EE #91375
2. 7694 – EE #91384
3. 8888 – EE #87504
4. 8889 – EE #78902
5. 9026 – EE #87861