

POSITION ADJUSTMENT REQUEST

NO. 26130
DATE 3/16/2023

Department Health Services
Department No./ Budget Unit No. 0466 Org No. 5938 Agency No. A18
Action Requested: Add one (1) Administrative Services Assistant III (APTA) position and cancel one (1) vacant Administrative Services Assistant II-Project (APV2) position #19120 in the Health Services Department. (Represented)

Proposed Effective Date: 4/5/2023
Classification Questionnaire attached: Yes [] No [X] / 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 \$22,708.93 Net County Cost \$0.00
Total this FY \$7,569.64 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% DMC FFP/SGF/LRF

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

Jenny Nicolas

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

3/14/2023

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

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/30/2023

- [] 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 [X] XXXX

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

DATE 04-04-2023

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: