

POSITION ADJUSTMENT REQUEST

NO. 26134
DATE 3/28/2023

Department Health Services
Agency No. 18

Department No./
Budget Unit No. 0860 Org No. 6125 & 6123

Action Requested: Add one (1) PFT Administrative Services Assistant II (represented) position in org 6125, add one (1) PFT Health Services Accountant (represented) position in org 6123, add one (1) PFT Supervising Accountant (represented) position in org 6123, and cancel one Health Plan Services Assistant - Exempt (unrepresented) position no. 9534 in the Health Services department.

Proposed Effective Date: 4/5/2023

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

Total One-Time Costs (non-salary) associated with request: \$0

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

Total annual cost increase \$443,489 Net County Cost \$0
Total this FY \$110,872 N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: 50% HMO Enterprise Fund, 50% Health Plan Premiums

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

Laurén Jimenez

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

3/29/2023

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: 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
- 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 Administrator

DATE 04-04-2023

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: