

POSITION ADJUSTMENT REQUEST

NO. 26135
DATE 3/16/2023

Department Health Services
Agency No. 18

Department No./
Budget Unit No. 0540 Org No. 6516, 6515, 6512, 6569

Action Requested: Add three (3) Medical Records Technician (VNTB) positions with one position assigned in each of the following orgs: 6516, 6515, 6512; add one (1) PFT Medical Records Coder (VNTA) in org 6569; cancel two (2) PFT Clerk - Experienced Level (JWXB) position numbers 9886 and 13987; and cancel three (3) PFT Clerk - Senior Level (JWXC) position numbers 7180, 8674, and 9586 in the Health Information Management unit within Health Services. (Represented)

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 savings (\$24,235) Net County Cost \$0
Total this FY (\$6,059) N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: 100% Cost Savings Hospital Enterprise Fund I

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

3/24/2023

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:

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

Adjustment is APPROVED ~~DISAPPROVED~~

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: