

POSITION ADJUSTMENT REQUEST

NO. 26245
DATE 11/13/2023

Department Health Services
Agency No. 18

Department No./
Budget Unit No. 0860 Org No. 6119 & 6106

Action Requested: Increase the hours of one (1) vacant PPT Clerk-Experienced Level (JWXB) position No. 14613 from 24/40 to 40/40, add one (1) PFT Health Education Specialist (VMWD) position, and Cancel one (1) Senior Health Education Specialist - Project (VMW5) position No. 18963 in the Contra Costa Health Services Department (All Represented)

Proposed Effective Date: 11/28/2023

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

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

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

Total annual cost savings (\$7,257) Net County Cost _____
Total this FY (\$4,233) N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: Cost Savings - 100% funded by HMO Enterprise Funds

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

11/17/2023

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 _____

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

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED []

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

DATE 11-28-2023

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: