

POSITION ADJUSTMENT REQUEST

NO. 26332

DATE 9/17/2024

Department Employment and Human Services

Department No./

Budget Unit No. 0504 Org No. 5455 Agency No. 19

Action Requested: Add one Quality Assurance Monitor (XQSP) position and cancel one Social Service Program Assistant I (X0WD) position #12785 in the Employment and Human Services Department.

Proposed Effective Date: 10/1/2024Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$18,821.00Net County Cost \$9,318.00Total this FY \$14,116.00N.C.C. this FY \$6,988.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT County: 12%, Federal: 40%, State: 48%

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Jennifer A. Cendejas, DHRAII

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

9/24/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/11/2024

Add one Quality Assurance Monitor (XQSP) (represented) position and cancel one Social Service Program Assistant I (X0WD) (represented) position #12785

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

Effective: ☒ Day following Board Action.☐ (Date)

Gladys Reid

10/11/2024

(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 ☒ DISAPPROVED ☒

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

DATE 10-22-2024BY 

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: