

C-171

**POSITION ADJUSTMENT REQUEST**

NO. 25927  
DATE 6/13/2024

Department Health Services Department No./  
Budget Unit No. 0452 Org No. 5879 Agency No. A18

Action Requested: Establish the classification of Supervising Hazardous Materials Specialist (represented) and add three (3) positions; and reallocate the Assistant Director of Hazardous Materials Program salary in the Health Services Department.

Proposed Effective Date: 6/26/2024

Classification 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 \$964,117.45 Net County Cost \_\_\_\_\_  
Total this FY \$80,343.12 N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: These positions will be covered through Certified Unified Program  
Agency fee studies and proposals to the Board of Supervisors

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

Michelle Fregoso  
\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for. 6/20/2024  
\_\_\_\_\_  
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 6/17/2024

Establish the classification of Supervising Hazardous Materials Specialist (VLHB) (represented) at salary plan and grade ZA5 1018 (\$9,623.112 - \$11,696.95) and add three (3) full-time positions; and reallocate the Assistant Director of Hazardous Material Programs (VLFA) (represented) at salary plan and grade from ZC5 1924 (\$9,652.16 - \$11,732.26) to salary plan and grade ZA5 1019 (\$12,288.487 - \$14,936.730) on the salary schedule

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

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

Gladys Reid 6/17/2024  
\_\_\_\_\_  
(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 6-25-2024

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: