

C.23

POSITION ADJUSTMENT REQUEST

NO. 26293
DATE 6/21/2024

Department Health Services

Department No./
Budget Unit No. 0540 Org No. 6567 Agency No. A18

Action Requested: Add three (3) Health Service Accountant (VCTB) positions and cancel one (1) Registered Nurse-Project (VWX5) position 18275, one (1) Account Clerk-Advanced Level (JDTD) position 7149, and one (1) Account Clerk-Experienced Level (JDVC) position 7912 in the Health Services Department of Contra Costa County.

Proposed Effective Date: 7/10/2024

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 \$135,685.09

Net County Cost \$0.00

Total this FY \$135,685.09

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% Federal 50% State

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

7/1/2024

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 _____

- ☐ 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 7-9-2024

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: