

POSITION ADJUSTMENT REQUEST

NO. 26163
DATE 3/21/2023

Department Health Services Department No./
Budget Unit No. 0540 Org No. 6569 Agency No. A18

Action Requested: Reclassify position #9574 and its incumbent (Employee #77252) from Medical Records Technician (VNTB) to Medical Records Coder (VNTA) in the Health Services Department. (Represented)

Proposed Effective Date: 5/1/2023

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 \$12,829.00 Net County Cost _____
Total this FY \$3,207.00 N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: (100% Hospital Enterprise Fund I)

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

Larita Clow

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

6/28/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/5/2023

Reclassify position #9574 and its incumbent (Employee #77252) from Medical Records Technician (VNTB) to Medical Records Coder (VNTA) in the Health Services Department. (Represented)

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

Effective: Day following Board Action.
 _____(Date)

Sanyukta Mohan Singh

10/5/2023

(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~~ ~~XX~~

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

DATE 10-17-2023

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: