

POSITION ADJUSTMENT REQUEST

C.71

NO. 26364
DATE 10/8/2024

Department Health Services
Department No./ Budget Unit No. 0540 Org No. 6547 Agency No. A18
Action Requested: Increase the hours of one (1) vacant Departmental Human Resources Analyst II (ARTA) in position number 18257 from part-time (24/40) to full-time and decrease the hours of one (1) vacant Mental Health Clinical Specialist (VQSB) in position number 8764 from full-time to part-time (24/40) in the Health Services Department

Proposed Effective Date: 11/6/2024

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 \$20,533.69 Net County Cost \$0.00
Total this FY \$13,689.13 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT FTE offset

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

Mary Jane De Jesus-Saepharn
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for 10/31/2024
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/28/2024

Increase the hours of one (1) vacant Departmental Human Resources Analyst II (ARTA) (unrepresented) position #18257 at salary plan and grade B85 1631 (\$8,195.10 - \$10,982.21) from part-time (24/40) to full-time and decrease the hours of one (1) vacant Mental Health Clinical Specialist (VQSB) (represented) position #8764 at salary plan and grade TC2 1384 (\$6,361.86 - \$9,444.21) from full-time to part-time (24/40) in the Health Services Dept.

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

Effective: [x] Day following Board Action.
[] _____(Date)

Lauren Ludwig 10/28/24
(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 [x]

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

DATE 11-05-2024

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: