

C.74

POSITION ADJUSTMENT REQUEST

NO. 26258
DATE 12/29/2023

Department Health Services Department No./
Budget Unit No. 0540 Org No. 6570 Agency No. A18
Action Requested: Adopt Position Adjustment Resolution 26258 to add one (1) Registration and Staffing Manager (VAHC);
cancel one (1) vacant Clerk-Senior Level (JWXC); and decrease the hours of one (1) vacant Departmental Human Resources
Analyst I (ARVA) pos.18257 from 40/40 to 24/40 in the Health Services Department

Proposed Effective Date: 1/10/2024

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 | <u>\$136,555.77</u> | Net County Cost | <u>\$0.00</u> |
| Total this FY | <u>\$68,277.88</u> | N.C.C. this FY | <u>\$0.00</u> |

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Hopital Enterprise Fund I

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

1/9/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

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 01-16-2024

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: