

POSITION ADJUSTMENT REQUEST

NO. 26269
DATE 2/22/2024

Department Health Services
Agency No. A-18

Department No./
Budget Unit No. 0540 Org No. 6355

Action Requested: Cancel one permanent-intermittent Medical Transcriber (J9WD) in salary plan and grade 3RX 1088 (\$4,375.67 - \$5,587.91) in position number 14047 and add one Clerk-Senior Level (JWXC) in salary plan and grade 3RX 1033 (\$4,433.81 - \$5,662.16) in the Diagnostic Imaging Unit of the Health Services Department. (Represented)

Proposed Effective Date: 3/6/2024

Classification Questionnaire attached: Yes No / Cost is within Department's budget: Yes No

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost increase \$1,431.00 Net County Cost 0
Total this FY \$477.00 N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: 100% funded by Hospital 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 2/27/2024

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 2/22/23
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 03-05-2024

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: