

POSITION ADJUSTMENT REQUEST

NO. 26264
DATE 2/9/2024

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

Action Requested: Increase the hours of Certified Nursing Assistant (VTWA) position #11202 from 32/40 to 40/40 in the Health Services Department (0540/6505). Increase the hours of Certified Nursing Assistant (VTWA) position #15705 from 24/40 to 32/40 in the Health Services Department (0540/6513).

Proposed Effective Date: 2/28/2024

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 \$34,328.24 Net County Cost \$0.00
Total this FY \$11,442.75 N.C.C. this FY \$0.00

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.

Lauren Ludwig

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

2/16/2024

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 2-27-2024

BY Monica Nino

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: