

POSITION ADJUSTMENT REQUEST

NO. 26248
DATE 11/13/2023

Department Health Services Department No./
Budget Unit No. 0301 Org No. 5700 Agency No. A18

Action Requested: Add one (1) Laboratory Technician II (VJVA) position and Cancel one (1) PFT Medical Records Technician (VNTB) position #18103 in the Health Services Department (Represented).

Proposed Effective Date: 11/29/2023

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 | <u>\$7,565.00</u> | Net County Cost | <u>\$7,565.00</u> |
| Total this FY | <u>\$5,043.00</u> | N.C.C. this FY | <u>\$5,043.00</u> |

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: 100% County General Funds

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

11/21/23

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 11-28-2023

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: