

POSITION ADJUSTMENT REQUEST

C.32

NO. **26335**
DATE 8/22/2024

Department Health Services

Department No./
Budget Unit No. 0860 Org No. 6123 Agency No. A18

Action Requested: Adopt Position Adjustment Resolution 26335 to add one (1) Business Systems Analyst (LTWK) and cancel one (1) vacant Health Services Information Systems Specialist (LBTB) in Health Services.

Proposed Effective Date: 10/9/2024

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 \$10,319.19

Net County Cost _____

Total this FY \$8,599.29

N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% HMO Enterprise Funds

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

Carol Berger

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

10/2/2024

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** ☐ xxxxxxxxxxxxxxxxxxxx

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

DATE 10-08-2024

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: