

POSITION ADJUSTMENT REQUEST

NO. 26162  
DATE 3/21/2023

Department Health Services Department No./  
Budget Unit No. 0540 Org No. 6569 Agency No. A18

Action Requested: Reclassify position #7073 and its incumbent (Employee #78670) from Medical Records Technician (VNTB) to Medical Records Coder (VNTA) in the Health Services Department. (Represented)

Proposed Effective Date: 5/1/2023

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 \$12,829.00 Net County Cost \_\_\_\_\_  
Total this FY \$3,207.00 N.C.C. this FY \_\_\_\_\_

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.

Larita Clow

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

6/28/2023

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/5/2023

Reclassify position #7073 and its incumbent (Employee #78670) from Medical Records Technician (VNTB) to Medical Records Coder (VNTA) in the Health Services Department. (Represented)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

Sanyukta Mohan Singh

10/5/2023

\_\_\_\_\_  
(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~~  ~~X~~

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

DATE 10-17-2023

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: