

POSITION ADJUSTMENT REQUEST

C.154

NO. **26378**
DATE 11/20/2024

Department Health Services

Department No./

Budget Unit No. 0467 Org No. 5974 Agency No. A18

Action Requested: Reclassify position #8009 from Medical Records Technician (VNTB) to Senior Medical Records Technician (VNTD).

Proposed Effective Date: 12/1/2024

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 \$8,739.83

Net County Cost _____

Total this FY \$5,098.00

N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Increase- Mental Health Realignment

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

11/20/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/3/2024

ADOPT Position Adjustment Resolution No. 26378 to reclassify position #8009 and its incumbent (EE #80863) from the classification of Medical Records Technician (VNTB) to Senior Medical Records Technician (VNTD). (Represented)

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

Effective: ☐ Day following Board Action.

☒ 12/1/2024(Date)

Lauren Ludwig

12/3/2024

(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 12-17-2024

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: