

POSITION ADJUSTMENT REQUEST

NO. 26291
DATE 5/22/2024

Department Employment and Human Services Department No./
Budget Unit No. 0504 Org No. Var. Agency No. 19

Action Requested: ADOPT Position Adjustment Resolution No. 26291 to reclassify twenty-five (25) Medi-Cal Program Assistant (XHSB) positions and their incumbents (numbers included in Attachment), to Social Services Program Assistant (X0SA) and abolish Medi-Cal Program Assistant (XHSB) classification.

Proposed Effective Date: 7/15/2024

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>\$0.00</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>\$0.00</u>	N.C.C. this FY	<u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 59% Federal, 35% State, and 6% County funds

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

Susan Bain, Dir. of Internal Operation

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

7/1/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/2/2024

Reclassify twenty-five (25) Medi-Cal Program Assistant (XHSB) positions and their incumbents (numbers included in Attachment A), to Social Services Program Assistant (X0SA)

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

Effective: Day following Board Action.

7/15/24(Date)

Gladys Reid

7/2/2024

(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 7-9-2024

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: