

**POSITION ADJUSTMENT REQUEST**NO. 26379  
DATE 7/24/2024Department Health Services

Department No./

Budget Unit No. 0540 Org No. 6547 Agency No. A18

Action Requested: Establish the classification of Medical Social Worker II - Per Diem in the Health Services Department.

Proposed Effective Date: 8/14/2024Classification 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 \_\_\_\_\_

Net County Cost \_\_\_\_\_

Total this FY \_\_\_\_\_

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Reduced utilization of contractors and temporary staffing

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 11/20/2024

Establish the classification of Medical Social Worker II - Per Diem (X4VJ) (represented) at salary plan and grade 255-1002 (\$11,422.67)

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

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

Lauren Ludwig

11/20/2024

(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 AdministratorDATE 12-17-2024BY 

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: