

POSITION ADJUSTMENT REQUEST



NO. 20673
DATE 2/25/09

Department Health Services /AODS Department No./ Budget Unit No. 0466 Org No. 5716 Agency No. A-18

Action Requested
Transition Substance Abuse Counselor - Project (VHV3) position # 11233 and incumbent into the merit system.

Proposed Effective Date: 3/1/2009

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 No cost associated with this action

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

Jemma C. Manar
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

[Signature] Deputy County Administrator 3/4/09 Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/27/2009

TRANSITION Substance Abuse Counselor-Project (VHV3) position #11233 and incumbent into the Merit System.

CENTRA COSTA COUNTY HUMAN RESOURCES DEPT
2009 MAR -5 PM 4:12

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

Effective: Day following Board Action.
 May 1, 2009 (Date) *[Signature]*

(for) Director of Human Resources

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 APPROVED DISAPPROVED

John Cullen, Clerk of the Board of Supervisors and County Administrator

DATE _____ 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: