

POSITION ADJUSTMENT REQUEST

NO. 20734
DATE 9/18/09

Department Health Services - Mental Health Department No./ Budget Unit No. 0467 Org No. 5764 Agency No. A-18

Action Requested
Add one Intermediate Clerk - Project position.

Proposed Effective Date: 10/1/2009

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>69,367.00</u>	Net County Cost	\$	<u>0.00</u>
Total this FY	\$	<u>52,025.24</u>	N.C.C. this FY	\$	<u>0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Mental Health Services Act (MHSA) Funds

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

Jenna C. Maner
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

David Sanchez 9-18-09
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 10/20/09

ADD one full-time INTERMEDIATE TYPIST CLERK-PROJECT position (JWV1)
at salary level 3RH 0750 (\$2682.13 - \$3327.83)

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

Effective: Day following Board Action.
 _____ (Date) _____
(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
DATE _____ BY _____
David Twa, Clerk of the Board of Supervisors
and County Administrator

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:

REQUEST FOR PROJECT POSITIONS

Department Health Services - Mental Health

Date 9/15/2009

No. _____

1. Project Positions Requested:
Intermediate Clerk - Typist

2. Explain Specific Duties of Position(s)

Duties will include: assisting with organizing meetings; disseminating information including mailings, copying, and printing; tracking and assisting with the intern hiring process; creating and distributing flyers and forms regarding training; and organizing locations and supplies for trainings as well as tracking participation and documentation for continuing education c

3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
Mental Health Services Act (Workforce Education and Training Component)

4. Duration of the Project: Start Date 10/1/2009 End Date 10/1/2013

Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
This project is funded by MHSA dollars for four years only.

5. Project Annual Cost

1. Salary & Benefit Cost	\$ <u>69,367.00</u>	2. Support Cost	\$ <u>0.00</u>
		(services, supplies, equipment, etc.)	
3. Less revenue or expenditure	\$ _____	4. Net cost to General or other fund	\$ <u>0.00</u>

6. Briefly explain the consequences of not filling the project position(s) in terms of:

- a) potential future costs
- b) legal implications
- c) financial implications
- d) political implications
- e) organizational implications

7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
Can't use temps because of hours restrictions and hiring permanent could eventually lead to a layoff situation.

8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted

9. How will the project position(s) be filled?

- a) Competitive Examination(s)
- b) Existing employment list(s) Which one(s) Intermediate Clerk Typist - Project
- c) Direct appointment of
 - 1. Merit system employee who will be placed on leave from current job
 - 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2