# POSITION ADJUSTMENT REQUEST

NO. 21598
DATE 12/16/2014

Department No./
Department  Employment and Human Services Dept      Budget Unit No. 0508  Org No. 0508  Agency No. 19

Action Requested:  Add three (3) In-Home Support Services Public Authority Senior Benefits Clerk (8IH7) positions for the In-Home Support Services Public Authority of EHSD.

Proposed Effective Date: 1/13/2015

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 $234,324.00      Net County Cost  $0.00

Total this FY      $117,162.00      N.C.C. this FY      $0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT  50% Federal revenue, 50% State revenue

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

Roxana Mendoza 313-1672
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan                          12/31/2014
_____  _____
Deputy County Administrator                     Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS                DATE 1/8/2015
ADD three (3) Public Authority Senior Benefits Clerk (8IH7) (unrepresented) positions and allocate to salary plan and grade 8JX 1033 ($2,998-$3,829).

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective:    ☒ Day following Board Action.
              ☐ _____ (Date)              Otilia Parra
_____  _____
(for) Director of Human Resources                Date

COUNTY ADMINISTRATOR RECOMMENDATION:               DATE      1/12/2015
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources      Dorothy Sansoe
☐ Other: _____    _____
                                                     (for) County Administrator

BOARD OF SUPERVISORS ACTION:                  David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☐    DISAPPROVED ☐              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:

P300 (M347) Rev 3/15/01

# REQUEST FOR PROJECT POSITIONS

Department _____                               Date <u>1/12/2015</u>               No. <u>xxxxxx</u>

1.  Project Positions Requested:


2.  Explain Specific Duties of Position(s)


3.  Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)


4.  Duration of the Project:      Start Date _____          End Date _____
    Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.


5.  Project Annual Cost

    a.  Salary & Benefits Costs:      _____            b. Support Costs:                      _____
                                                          (services, supplies, equipment, etc.)

    c.  Less revenue or expenditure:  _____            d. Net cost to General or other fund:   _____

6.  Briefly explain the consequences of not filling the project position(s) in terms of:
    a. potential future costs                d. political implications
    b. legal implications                    e. organizational implications
    c. financial implications


7.  Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.


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)? _____
    ☐ 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

USE ADDITIONAL PAPER IF NECESSARY