POSITION ADJUSTMENT REQUEST

NO. <u>21626</u>
DATE <u>2/25/2015</u>

Department No./

Department <u>HEALTH SERVICES-CCHP</u>   Budget Unit No. <u>0860</u> Org No. <u>6115</u> Agency No. <u>A18</u>

Action Requested: Add two (2) permanent full-time Licensed Vocational Nurse (VT7G) positions in the Contra Costa Health Plan division of the Health Services Department.

Proposed Effective Date: <u>3/11/2015</u>

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: <u>$0.00</u>

Estimated total cost adjustment (salary / benefits / one time):

        Total annual cost <u>$186,801.00</u>   Net County Cost <u>$0.00</u>

        Total this FY <u>$62,267.00</u>   N.C.C. this FY   <u>$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT <u>100% CCHP Enterprise Fund III</u>

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

Kristen Cunningham
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dorothy Sansoe   3/3/2015
_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE _____
Exempt from Human Resources review under delegated authority

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   Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE   <u>3/3/2015</u>
☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources   Dorothy Sansoe
☒ Other: <u>Approved as requested by Department</u>   _____
                                                   (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