

POSITION ADJUSTMENT REQUEST

NO. 21795
DATE 11/16/2015

Department Health Services

Department No./
Budget Unit No. 0450 Org No. 5752 Agency No. A18

Action Requested: Establish one (1) Emergency Planning Coordinator-Project classification, allocate it to the salary schedule at salary plan and grade ZB5-1501 (\$4,920-\$5,980); add one (1) Emergency Planning Coordinator-Project position; and cancel one (1) Emergency Planning Coordinator (9GSA) position #13458 in the Health Services Department.

Proposed Effective Date: 12/9/2015

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 \$119,647.37

Net County Cost \$0.00

Total this FY \$59,823.68

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Grant revenue offset - UASI and PHEP Funds

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Arlene J. Lozada

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/10/2015

Establish the classification of Emergency Planning Coordinator-Project (9GV1); allocate to the salary plan and grade Z25-1501 (\$4,920-\$5,980); add one (1) Emergency Planning Coordinator-Project position; and cancel vacant Emergency Planning Coordinator (9GSA) position #13458 at salary plan and grade ZB5-1501 (\$4,920-\$5,980) in the Health Services Department. (Represented).

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

Effective: ☒ Day following Board Action.

☐ _____(Date)

Marta Goc

12/10/2015

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/29/2015

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, 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:

REQUEST FOR PROJECT POSITIONS

Department Health Services

Date 12/29/2015

No. 21795

1. Project Positions Requested:
Emergency Planning Coordinator - Project
2. Explain Specific Duties of Position(s)
Assist in planning, organization, development, operation and coordination of assigned functions of the Countywide Emergency Service Program, Community Warning System or the Health Emergency Response Unit.
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
The Health Emergency Unit has various projects and tasks that need to be completed and would like to maximize its efforts by filling the vacancy with a project based position. It will be funded with Public Health Emergency Preparedness (PHEP) and Urban Area Security Initiative (UASI) funds.
4. Duration of the Project: Start Date 1/1/2016 End Date 12/31/2016
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
On a year to year basis based on funding commitments from outside sources.
5. Project Annual Cost
 - a. Salary & Benefits Costs: \$119,647.37
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: \$0.00
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 implicationsIf this action is not approved, the available funding will be lost to no avail
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
Hiring a temporary but hiring from an Eligible List is the better option because the potential selected candidate was vetted through the recruitment process. A Project position appointment attracts a qualified person to accept a job offer because of the employee benefits that is included in the total compensation package
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
8/31/2016
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☒ b. Existing employment list(s) Which one(s)? Emergency Planning Coordinator
 - ☐ 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