# POSITION ADJUSTMENT REQUEST

NO. <u>21951</u>
DATE <u>8/24/2016</u>

Department No./
Department <u>HEALTH SERVICES</u>                      Budget Unit No. <u>0467</u> Org No. <u>5721</u> Agency No. <u>A18</u>

Action Requested: Add one full-time Administrative Services Assistant III (APTA) position and cancel vacant Health Services Planner/Evaluator Level B Project (VAS1) position #14250 in the Health Services Department.

Proposed Effective Date: <u>9/21/2016</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>$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  <u>Cost Savings</u>

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

                                               Melissa Carofanello

                                               (for) Department Head

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REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

                                        Enid Mendoza            9/13/2016

                                  Deputy County Administrator         Date

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HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS        DATE \_\_\_\_\_
Exempt from Human Resources review under delegated authority.

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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

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COUNTY ADMINISTRATOR RECOMMENDATION:          DATE      <u>9/13/2016</u>
☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources      Enid Mendoza
☒ Other: <u>Approve as recommended by the department.</u>

                                        (for) County Administrator

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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

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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>9/14/2016</u>      No. _____

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

<center>USE ADDITIONAL PAPER IF NECESSARY</center>