

POSITION ADJUSTMENT REQUEST

NO. 22533
DATE 9/23/2019

Department Health Services Department No./ Budget Unit No. 0454 Org No. 0454 Agency No. 18
Action Requested: Add one Public Health Program Specialist I-Project (VBS2) position and one Account Clerk-Advanced Level (JDTD) position; and cancel Clerk Senior Level (JWXC) position #17282 in the Health Services Department.

Proposed Effective Date: _____

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 \$168,013.00 Net County Cost _____
Total this FY \$112,008.00 N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State Funds - Grant Offset

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

Jo-Anne Linares

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard

10/1/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

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 _____

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: _____

(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 10/2/2019

No. xxxxxx

1. Project Positions Requested:
Public Health Program Specialist I
2. Explain Specific Duties of Position(s)
Oversight of several programs within the Health, Housing, and Homeless Services Program Division - Homeless Mentally Ill Outreach and Treatment Program; Housing Security Fund; CalWORKS Rapid Rehousing Program; Youth Rapid Rehousing and Mobile Outreach Program; and Housing for a Healthy CA Rental Subsidy Program.
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
Same as Above Programs with funding sources from Department of Health Care Services (34%); Housing and Community Development (18%), Department of Social Services (14%); and Homeless Coordinating and Finance Council (34%)
4. Duration of the Project: Start Date 10/1/2019 End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
on-going basis
5. Project Annual Cost
 - a. Salary & Benefits Costs: \$168,013.00
 - 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
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implicationsThe Department will lose grant funds and will not have the appropriate staffing level to implement and manage several programs within the Health, Housing and Homeless Services Program Division.
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
October 2025
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