

**POSITION ADJUSTMENT REQUEST**

NO. 25972  
DATE 6/7/2022

Department Health Services Department No./  
Budget Unit No. 0466 Org No. Vary Agency No. A18

Action Requested: Add one (1) full-time Substance Abuse Program Supervisor (VHHB) position (Org 5920) and add three (3) Mental Health Community Support Worker – I Project (VQW7) positions (Org 5938) to the Alcohol and Other Drugs Services.

Proposed Effective Date: 6/22/2022

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 \$444,922.01 Net County Cost \$0.00  
Total this FY \$37,076.83 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% CRRSA Act & American Rescue Plan Act

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

Jenny Nguyen

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

6/13/2022

\_\_\_\_\_  
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

6/16/2022

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Monica Nino, Clerk of the Board of Supervisors  
and County Administrator

Adjustment is APPROVED  DISAPPROVED

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 A-18

Date 6/13/2022

No. \_\_\_\_\_

1. Project Positions Requested:  
3 Mental Health Community Support Worker I - Project
2. Explain Specific Duties of Position(s)  
To provide peer support to Contingency Management Program participants. The addition of these positions is necessary to implement and carry out the program requirements and provide timely treatment services to the client population.
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)  
Alcohol and Other Drugs Services (AODS) received funding from the Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan Act (available through the fiscal year 2024-2025) to implement the Contingency Management Program, an evidence-based program for individuals with stimulant use disorder
4. Duration of the Project: Start Date 6/1/2022 End Date 6/30/2025  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.  
2022 - 2025 period
5. Project Annual Cost
  - a. Salary & Benefits Costs: \$268,101.00
  - 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 implicationsAODS will not have adequate staff to implement the program; which hinders client treatments services, which may forfeit current funding and negatively impact its ability to receive future grants from any federal or state funds.
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.  
N/A
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  
December 2022, 2023, 2024
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