

**POSITION ADJUSTMENT REQUEST**

NO. 26017  
DATE 8/9/2022

Department Health Services – Public Health Department No./  
Budget Unit No. 0450 Org No. 5822 Agency No. A18

Action Requested: Cancel two (2) vacant Disease Intervention Technician - Project positions #17988, and #17989, one (1) vacant Director, Public Health Laboratory Services - Project position #18022, three (3) vacant Planner/Evaluator-Level A-Project positions #18020, #10821, and #10844, one (1) vacant Health Services Administrator - Level B-Project position #18222 and add ten (10) Intermediate Typist Clerk – Project positions in the Health Services Department. (Represented)

Proposed Effective Date: 9/14/2022

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 \$70,535.00 Net County Cost \$0.00  
Total this FY \$58,779.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: (100% CDPH Immunization Funding)

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

Larita Clow

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

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

9/6/2022

\_\_\_\_\_  
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 9/7/2022

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 Public Health Org: 5822 Budget No: 0450 Date 8/9/2022 No. xxxxx

1. Project Positions Requested:  
Ten (10) Intermediate Typist Clerk - Project (JWV1) positions
2. Explain Specific Duties of Position(s):  
Positions will be used to support the COVID and Monkeypox response by scheduling and registering individuals seeking vaccination appointments for Monkeypox and COVID using cclink over the phone and in-person, answering phone calls, and other duties as assigned
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)  
California Department of Public Health (CDPH) Immunization Funding Rounds 2, 3, and 4
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.  
During the duration of the COVID and Monkeypox response. There is no specific end date as of yet
5. Project Annual Cost
  - a. Salary & Benefits Costs: Total overall Cost: \$1,012,258.82 with \$212,522.00 pensions included. Canceling seven (7) project positions to offset the cost. Remaining cost savings of \$70,535.00
  - 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 implicationsIf this request is not approved, the division will not have the proper staff to effectively address the COVID and Monkeypox response.
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  
Yes
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