

**POSITION ADJUSTMENT REQUEST**

NO. 26025  
DATE 8/24/2022

Department Health Services

Department No./  
Budget Unit No. 0466 Org No. 5938 Agency No. A18

Action Requested: Add one (1) full-time Administrative Services Assistant II-Project (APV2) position in the Health Services department.

Proposed Effective Date: 9/21/2022

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 \$147,366.71 Net County Cost \$0.00  
Total this FY \$122,805.59 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% CRRSAA, 50% 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

9/12/2022

\_\_\_\_\_  
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

9/14/2022

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

Monica Nino, 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 0466

Date 8/24/2022

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

1. Project Positions Requested:  
One (1) Administrative Services Assistant II-Project
2. Explain Specific Duties of Position(s)  
The Administrative Services Assistant II-Project position will provide proper monitoring of program expenditures and provide mandatory reporting to the Department of Health Care Services for recovery residences, primary prevention, and other expenditures associated with the CRRSAA and ARPA.
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)  
Alcohol and Other Drug Services (AODS) received funding from the Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan Act to implement the expansion of substance use programs and aid in COVID relief in various areas. Both sources of federal funding have mandatory reporting requirements.
4. Duration of the Project: Start Date 9/1/2022 End Date 9/1/2025  
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: \$147,366.71
  - 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 staffing to monitor and report program expenditures, which will hinder the department from meeting the requirements of program funding.
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