

POSITION ADJUSTMENT REQUEST

NO. 20747
DATE 11-2-09

Department Health Services - Mental Health Department No./ Budget Unit No. 0467 Org No. 5753 Agency No. A-18

Action Requested
Add one Mental Health Community Support Worker II (VQVB) position and Cancel Mental Health Community Support Worker I - Project position # 13234

Proposed Effective Date: 11/1/2009

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 | \$ | <u>5,199.00</u> | Net County Cost | \$ | <u> </u> |
| Total this FY | \$ | <u>3,466.00</u> | N.C.C. this FY | \$ | <u> </u> |

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Mental Health Services Act (MHSA) Funds

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

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

[Signature] 11-2-09
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE November 20, 2009

ADD one Mental Health Community Support Worker II (VQVB) position at salary level QT5 0968 (\$2786.21 - \$3386.66) and CANCEL one Mental Health Community Support Worker I - Project position #13234.

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

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 APPROVED DISAPPROVED

David 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: