

POSITION ADJUSTMENT REQUEST

NO. 20734
DATE 9/18/09

Department Health Services - Mental Health Department No./
Budget Unit No. 0467 Org No. 5764 Agency No. A-18

Action Requested
Add one Intermediate Clerk - Project position.

Proposed Effective Date: 10/1/2009

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>69,367.00</u>	Net County Cost	\$	<u>0.00</u>
Total this FY	\$	<u>52,025.24</u>	N.C.C. this FY	\$	<u>0.00</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.

Jenna C. Maner
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT
[Signature] 9-18-09
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 10/20/09

ADD one full-time INTERMEDIATE TYPIST CLERK-PROJECT position (JWV1)
at salary level 3RH 0750 (\$2682.13 - \$3327.83)

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
DATE November 10, 2009 BY [Signature]
David Twa, Clerk of the Board of Supervisors
and County Administrator

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: