

C.18

POSITION ADJUSTMENT REQUEST

NO. 21040
DATE 12/27/2011

Department No./

Department HEALTH SERVICES - MENTAL HEALTH Budget Unit No. 0467 Org No. 5753 Agency No. A18

Action Requested: Add nine (9) positions in the Health Services Department as outlined in Attachment A.

Proposed Effective Date: 1/1/2012

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 \$1,063,674.00

Net County Cost \$0.00

Total this FY \$531,837.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Mental Health Services Act

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

Terina C. Manor

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dorothy Sansoe

12/30/11

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from Review

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 12/30/2011

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as requested by Department - Exempt from HR Review

Dorothy Sansoe

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE January 17, 2012

BY [Signature]

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:

ATTACHMENT A

- Add six (6) Mental Health Clinical Specialist (VQSB) positions at salary level QT2 1384 (\$4333.51 – 6433.13)
- Add one (1) Mental Health Program Supervisor (VQHP) position at salary level ZA5 1749 (\$5871.40 – 7136.72)
- Add one (1) Clerk – Specialist (JWXD) position at salary level 3RX 1156 (\$3347.58 – 4274.99)
- Add one (1) Clerk – Experienced Level (JWXB) position at salary level 3RH 0750 (\$2683.14 – 3327.84)