

**POSITION ADJUSTMENT REQUEST**

NO. 21626  
DATE 2/25/2015

Department HEALTH SERVICES-CCHP

Department No./  
Budget Unit No. 0860 Org No. 6115 Agency No. A18

Action Requested: Add two (2) permanent full-time Licensed Vocational Nurse (VT7G) positions in the Contra Costa Health Plan division of the Health Services Department.

Proposed Effective Date: 3/11/2015

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 \$186,801.00

Net County Cost \$0.00

Total this FY \$62,267.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% CCHP Enterprise Fund III

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

Kristen Cunningham

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

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dorothy Sansoe

3/3/2015

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

**HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS**

Exempt from Human Resources review under delegated authority

DATE \_\_\_\_\_

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:**

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☒ Other: Approved as requested by Department

DATE 3/3/2015

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 March 10 2015

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: