

## POSITION ADJUSTMENT REQUEST

NO. 21671  
DATE 5/6/2015Department HEALTH SERVICES-CCHP

Department No./

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

Action Requested: Add one (1) permanent full-time Health Plan Member Services Coordinator (VRHB) position in the Contra Costa Health Plan division of the Health Services Department.

Proposed Effective Date: 6/10/2015Classification 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 \$99,431.17Net County Cost \$0.00Total this FY \$8,285.93N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT CCHP Enterprise Fund IIDepartment 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

5/20/2015

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: Approve as recommended by Department

DATE 5/20/2015

Dorothy Sansoe

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE 6-9-15BY Chris Heu

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: