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# POSITION ADJUSTMENT REQUEST

NO. 21765  
DATE 9/11/2015

Department EHSD

Department No./

Budget Unit No. 0588 Org No. 1462 Agency No. 019

Action Requested: Increase the hours of one Community Services Mental Health Clinical Supervisor-Project (CJH3) (unrepresented) position in EHSD, pos. # 12925, from 1 hour to 20/40 hours.

Proposed Effective Date: 10/1/2015

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 \$58,748.00

Net County Cost \$0.00

Total this FY \$44,061.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Federal funding through basic HS & EHS grants

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

Reni Radeva

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

10/4/2015

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/16/2015

Increase the hours of Community Services Bureau Mental Health Clinical Supervisor-Project (CJH3) (unrepresented) vacant position #12925 from 01/40 to 20/40, at salary plan and grade C85 1541 (\$5,120 - \$6,224) in the Employment and Human Services Department/Community Services Bureau.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_ (Date)

Lisa Lopez

10/21/2015

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/26/2015

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

Enid Mendoza

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

DATE 11-3-15

BY 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: