

# POSITION ADJUSTMENT REQUEST

C.42

NO. 22318  
DATE 6/25/2018

Department Health Services Department

Department No./  
Budget Unit No. 0463 Org No. 5731 Agency No. A18

Action Requested: Add one Mental Health Program Supervisor (VQHP) position at salary plan and grade ZA5-1749 (\$6,939 - \$8,434) and one Health Services Planner/Evaluator-Level B (VCXD) position at salary plan and grade ZB2-1323 (\$4,688 - \$7,683) and cancel one Housing Services Coordinator (VQHL) position #17081 and one Public Health Program Specialist I (VBSD) position #11464 in the Health Services Department. (All represented)

Proposed Effective Date: 7/15/2018

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: 0

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost (\$4,860.00)

Net County Cost \$0.00

Total this FY (\$4,860.00)

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Adjustments result in annual salary savings

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

Adrienne Todd

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Susan Smith

7/1/2018

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:

DATE 7/1/18

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the Department.

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒

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

DATE July 10 2018

BY 

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: