

# POSITION ADJUSTMENT REQUEST

C.28

NO. 22543  
DATE 9/11/2019Department Employment and Human Services Department No./  
Budget Unit No. 0588 Org No. 1530 Agency No. A19Action Requested: Increase the hours of one (1) Community Services Mental Health Clinical Supervisor  
(CJH3)(unrepresented) position no. 12927 from 20/40 to 40/40 in the Employment and Human Services Department.Proposed Effective Date: 9/25/2019Classification 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 \$67,643.00Net County Cost \$0.00Total this FY \$45,095.33N.C.C. this FY 0SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% FederalDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Michelle Fregoso 925-608-5025

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor

10/10/2019

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/18/2019Increase the hours of one (1) Community Services Mental Health Clinical Supervisor (CJH3)(unrepresented) position no.  
12927 from 20/40 to 40/40 in the Employment and Human Services Department.

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

Effective: ☒ Day following Board Action.☐ \_\_\_\_\_(Date)

Amanda Monson

10/18/2019

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

- ☐
- Approve Recommendation of Director of Human Resources
- 
- ☐
- Disapprove Recommendation of Director of Human Resources
- 
- ☐
- Other: \_\_\_\_\_

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐ xxxDavid J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE Nov 5 2019BY 

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: