POSITION ADJUSTMENT REQUEST

NO. <u>22555</u>
DATE <u>11/8/2019</u>

Department No./
Department <u>Health Services Department</u>   Budget Unit No. <u>0540</u> Org No. <u>6417</u> Agency No. <u>A18</u>

Action Requested: Increase the hours of (1) Mental Health Clinical Specialist (VQSB) position # 15806 from 32/40 to 40/40 and its incumbent and decrease hours of (1) Mental Health Clinical Specilist (VQSB) position # 15805 from 32/40 to 24/40 and its incumbent in the Health Services Department.

Proposed Effective Date: _____

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

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

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

Total annual cost <u>$0.00</u>	Net County Cost _____
Total this FY <u>$0.00</u>	N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT   <u>Cost Neutral-No Impact to Funding.</u>

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

Sabrina Pearson
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for   11/8/2019
_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   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   11/12/2019
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources   Timothy M. Ewell
☐ Other: _____
                                              _____
                                              (for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒   ~~DISAPPROVED~~ ☒xxxx   and County Administrator

DATE 11-19-2019   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:

P300 (M347) Rev 3/15/01