

POSITION ADJUSTMENT REQUEST

NO. 25603
DATE 5/5/2020Department Health ServicesBudget Unit No. 0450 Org No. 5752Department No./
Agency No. A18Action Requested: Establish two project classifications and add 47 positions in varied classifications in the Health Services Department – SEE ATTACHMENT 1.

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: \$0.00

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

Total annual cost \$7,273.958Net County Cost 0Total this FY \$606.163N.C.C. this FY \$0SOURCE OF FUNDING TO OFFSET ADJUSTMENT: CARES Act and FEMA Funds

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Jo-Anne Linares

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

5/7/2020

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 5/7/20

☐ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☒ Other: Approve as recommended by the department.

Timothy M. Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED ☒~~David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE May 12 2020BY Stacy M Boyd

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:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 5/7/2020

No. xxxxxx

1. Project Positions Requested:
Yes
2. Explain Specific Duties of Position(s)
In response to COVID-19 health emergency
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
CDPH COVID-19 and CARES Act funds
4. Duration of the Project: Start Date 05/2020 End Date 06/2021 or longer
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
Year to year
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implicationsOther - Health and safety of Contra Costa residents
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
None
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
Na
9. How will the project position(s) be filled?
 - ☒ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☒ c. Direct appointment of:
 - ☒ 1. Merit System employee who will be placed on leave from current job
 - ☒ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY