

POSITION ADJUSTMENT REQUEST

NO. 25695
DATE 2/4/2021

Department EHS-D-CSB
Department No./ Budget Unit No. 0588 Org No. 1401 Agency No. 19
Action Requested: Cancel one (1) Cs Mental Health Clinical Supervisor-Project (CJH3) (1.0 FTE) vacant position #12927 and add one Comprehensive Services Assistant Manager-Prjct (1.00) FTE in Community Serv Bureau-EHSD

Proposed Effective Date: 2/1/2021

Classification Questionnaire attached: Yes [ ] No [X] / Cost is within Department's budget: Yes [X] No [ ]

Total One-Time Costs (non-salary) associated with request: 0.00

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

Total annual cost \$107,731.00 Net County Cost \$0.00
Total this FY \$44,887.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Federal Funded- CSB

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

Eva Gaipa

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/24/2021

Cancel one (1) vacant Community Services Mental Health Clinical Supervisor-Project (CJH3) position #12927 and add one Comprehensive Services Assistant Manager-Project (9MS7) in the Community Services Bureau of the Employment and Human Services Department.

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

Effective: [X] Day following Board Action.
[ ] (Date)

Elizabeth Loud for Ann Elliott

2/24/2021

(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 [X] DISAPPROVED [X]

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

DATE 03-02-2021

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: