

POSITION ADJUSTMENT REQUEST

NO. 25696
DATE 2/4/2021

Department EHSD-CSB

Department No./
Budget Unit No. 0588 Org No. 1461 Agency No. 19

Action Requested: to cancel one (1) Cs Mental Health Clinical Supervisor-Project (CJH3) (0.50 FTE) vacant position #12925 .and, add one Intermediate Level Clerk-Prjct (1.00) FTE in Community Serv

Proposed Effective Date: 2/1/2021

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 \$85,590.00 Net County Cost \$0.00
Total this FY \$35,662.50 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Federal Revenue - 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

David Bjel
Deputy County Administrator

3-23-2021
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/3/2021

Cancel one (1) Community Services Mental Health Clinical Supervisor-Project (CJH3) position #12925, and add one (1) Intermediate Level Clerk-Prjct (99J3) position in Community Services Bureau, 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)

Elizabeth Loud for Ann Elliott

3/3/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3-23-2021

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: _____

David Bjel
(for) County Administrator

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED DISAPPROVED XXXXXXXXXXXXX

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

DATE 03-30-2021

BY

David J. Twa

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: