

# POSITION ADJUSTMENT REQUEST

NO. 26250  
DATE 11/20/2023

Department Health Services Department No./ Budget Unit No. 0467 Org No. 5977 Agency No. A18

Action Requested: Reassign one (1) vacant full-time Mental Health Clinical Specialist (VQSB) position #17281 from Department #0466 (Alcohol and Other Drugs Services) Org #5903 (Quality Assurance/Utilization Review) to Department #0467 (Behavioral Health) Org #5977 (Wraparound Program) in the Health Services Department. (Represented)

Proposed Effective Date: 12/1/2023

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 \$173,933.85 Net County Cost \_\_\_\_\_  
Total this FY \$101,116.03 N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: (Mental Health Realignment funds, 100%)

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

Norman Tsang

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

11/27/2023

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under Delegated Authority

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

Effective:  Day following Board Action.

\_\_\_\_\_ (Date) 12-01-2023

\_\_\_\_\_  
(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~~  XXXXX

Monica Nino, Clerk of the Board of Supervisors  
and County Administrator

DATE 12-05-2023

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: