

POSITION ADJUSTMENT REQUEST

NO. **26372**
DATE 11/5/2024

Department Health Services Department No./ Budget Unit No. 0467 Org No. 5721 Agency No. A18
Action Requested: ADOPT Position Adjustment Resolution No. 26372 to cancel one (1) vacant Mental Health Specialist I (VQWD) position (pos #20287) at salary plan and grade TC5 1193 (\$5,111.05- 6,849.29) and add one (1) Administrative Analyst (APWA) at salary plan and grade ZB5 1277 (\$5,554.32-\$6,751.30) to Behavioral Health division in Health Services Department. (represented) (100% Mental Health Services Act)

Proposed Effective Date: 12/4/2024

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 (\$1,889.00)

Net County Cost _____

Total this FY _____

N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings-100% Mental Health Services Act

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

Gregory Florina

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

11/21/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from HR Review

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 _____

- 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~~

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

DATE 12-03-2024

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: