

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Behavioral Health	(2) MEETING DATE 8/12/2014	(3) CONTACT/PHONE Cindy Collins 788-2932	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 166 – Health Agency Behavioral Health by deleting one Supervising Admin Clerk II; and adding a 1.00 FTE Administrative Services Officer I/II. All Districts.			
(5) RECOMMENDED ACTION It is recommended the Board approve a resolution amending the Position Allocation List for Fund Center 166 – Health Agency Behavioral Health by deleting one Supervising Admin Clerk II; and adding a 1.00 FTE Administrative Services Officer I/II.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$9,180	(8) ANNUAL FINANCIAL IMPACT \$9,180	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Jeff Hamm , Health Agency Director
Anne Robin, Behavioral Health Administrator

DATE: 8/12/2014

SUBJECT: Submittal of a resolution amending the Position Allocation List for Fund Center 166 – Health Agency Behavioral Health by deleting one Supervising Admin Clerk II; and adding a 1.00 FTE Administrative Services Officer I/II. All Districts.

RECOMMENDATION

It is recommended the Board approve a resolution amending the Position Allocation List for Fund Center 166 – Health Agency Behavioral Health by deleting one Supervising Admin Clerk II; and adding a 1.00 FTE Administrative Services Officer I/II.

DISCUSSION

Human Resources conducted a classification study in response to a request submitted by the Health Agency for a current classification of Supervising Administrative Clerk II. That study resulted in a finding that the duties and responsibilities assigned warranted a reclassification to an Administrative Services Officer classification.

Upon evaluation with Human Resources, Administrative Office, Health Agency Director and the incumbent, it was determined that the position be recommended for approval as an Administrative Services Officer II.

Reclassification PAL adjustments are normally incorporated into the Department's budget to be approved by the Board of Supervisors during the Budget Hearings. However, the Health Agency inadvertently omitted a Position Allocation List (PAL) change to delete a 1.00 FTE Supervising Admin Clerk II and add a 1.00 FTE Administrative Services Officer I/II to address the finding for reclassification. As a result, the Health Agency is returning to the Board to correct the PAL omission.

OTHER AGENCY INVOLVEMENT/IMPACT

Human Resources worked with the Administrative Office and Health Agency as a part of the 2013 Reclassification open window period and the Administrative Office recommends approval of this reclassification.

FINANCIAL CONSIDERATIONS

The FY 2014-15 Health Agency – Behavioral Health Adopted Budget included the additional compensation change between the Supervising Admin Clerk and the ASO I/II position in the amount of \$9,180 associated with this reclassification request. The Department does not require a budget adjustment since the inadvertent omission only affects the PAL. The PAL adjustment does not affect the level of General Fund support required by the Department.

RESULTS

Approval of this reclassification is in compliance with Civil Service Rule 5.03 to ensure appropriate classification.

ATTACHMENTS

1. PAL Amendment Resolution