



HEALTH SERVICES AGENCY  
ADMINISTRATION

# COUNTY OF SANTA CRUZ

## HEALTH SERVICES AGENCY

P.O. BOX 962, 1080 EMELINE AVENUE  
SANTA CRUZ, CA 95061  
(408) 454-4066 FAX: (408) 454-4770  
TDD: (408) 454-4123

January 3, 2001

AGENDA: January 9, 2001

BOARD OF SUPERVISORS  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, California 95061

### RE: AUTHORIZATION TO MAKE VARIOUS POSITION CHANGES WITHIN HSA

Dear Members of the Board:

#### Background:

The Health Services Agency (HSA) is proposing a number of position changes within the agency. The effect of all the changes would be a net increase of 2.25 FTE positions, which would be supported by new revenue or appropriation transfers. No new County funds would be needed to fund these requests during this fiscal year or in subsequent periods. The Health Department had variety of positions scheduled for reclassification studies. Subsequently the positions became vacant. Working in close coordination with County Personnel these positions will be classified to meet changing needs within the mental health, substance abuse, and clinic divisions of Health.

#### Budget Unit Delete:

3610 - 1 .0 FTE Community Health Wkr. II (NW5-013AA)  
3610 - .05 FTE Clerk II (BA6010XA)  
3610 - 1 .0 FTE Clerk II (BA6004AA)  
3610 - 1 .0 FTE Clerk II (BA6001AA)  
3630 - 1 .0 FTE Typist Clerk - MH (BT4-011AA)  
3630 - 0.5 FTE Sr. Account Clerk (CH5-012XA)

#### Add:

1 .0 FTE Medical Asst.  
1.0 FTE Clerk III  
1 .0 FTE Clerk III  
1 .0 FTE Clerk III  
1 .0 FTE Typist Clerk III  
1 .0 FTE Typist Clerk II

#### Position Augmentations in Mental Health:

In addition to the above changes, new and augmented positions are recommended in Mental Health. County Mental Health operations have expanded in recent years to include managed

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care, the mentally ill offender crime reduction grant, the dual diagnosis grant, the homeless mentally ill grant as well as drug and alcohol administrative activities. These grants and program responsibilities included funds for administrative purposes, which CMH has appropriated, but not utilized to date, pending review of administrative/fiscal needs. Given the significant effect of each of these programs on the fiscal unit, CMH proposes the addition of the following positions:

- 1 .0 FTE Accountant II
- 0.25 FTE Typist Clerk II position augmenting position (BC5-024XA)
- 0.50 FTE Departmental Info Systems Analyst position augmenting position (XC5-OOIXA)

Sufficient funds exist within CMH's budget for this position without new County funds in the current fiscal year or in subsequent periods.

HSA will work with County Personnel to study the positions to assure appropriate classifications are utilized. All of the position changes are vital to meet changing program and outside funding demands.

Recommendations

It is, therefore, RECOMMENDED that your Board take the following actions:

1. Approve the addition of 1.75 FTE County Mental Health (3630) positions and direct Personnel to study and appropriately classify:
  - 1.0 FTE Accountant II
  - 0.25 FTE Typist Clerk II position augmenting position (BC5-024XA)
  - 0.50 FTE Departmental Info Systems Analyst position augmenting position (XC5-OOIXA)
  
2. Approve the deletion of 4.5 FTEs and the addition of 5.0 FTEs as follows and direct Personnel to study and appropriately classify, and

Delete:

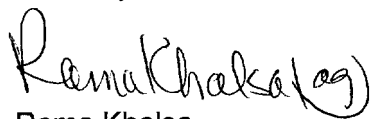
Add:

- 3610 - 1.0 FTE Community Health Wkr. II (NW5-013AA)
- 3610 - .05 FTE Clerk II (BA6010XA)
- 3610 - 1 .0 FTE Clerk II (BA6004AA)
- 3610 - 1 .0 FTE Clerk II (BA6001AA)
- 3630 - 1 .0 FTE Typist Clerk - MH (BT4-011AA)
- 3630 - 0.5 FTE Sr. Account Clerk (CH5-012XA)

- 1 .0 FTE Medical Asst.
- 1 .0 FTE Clerk III
- 1.0 FTE Clerk III
- 1 .0 FTE Clerk III
- 1 .0 FTE Typist Clerk III
- 1 .0 FTE Typist Clerk II

3. Approve the transfer of \$37,775 of appropriations from Services and Supplies to Salaries and Benefits in the Health Services Agency budget (AUD 74 attached).

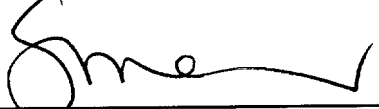
Sincerely,



Rama Khalsa  
Health Services Agency Administrator

RK:GK  
Attachments

RECOMMENDED:



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SUSAN A. MAURIELLO  
County Administrative Officer

- cc: Auditor-Controller
- County Administrative Office
- County Personnel
- County Counsel
- HSA Administration
- Community Mental Health
- Clinic Administration

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# COUNTY OF SANTA CRUZ

## REQUEST FOR TRANSFER OR REVISION OF BUDGET APPROPRIATIONS AND/OR FUNDS

Department: Health Services Agency (Mental Health)

Date: 12/20/00

TO: Board of Supervisors / County Administrative Officer / District Board

I hereby request your approval of the following transfer of budget appropriations **and/or** funds in the fiscal year ending June 30, 102001

AUDITORS USE ONLY			
DOCUMENT #	AMOUNT	L/N	T/C HASH
JE 6			

BATCH #	
DATE	Keyed By:

	T/C	INDEX	SUBJECT	USER CODE	AMOUNT	ACCOUNT DESCRIPTION *
T R A N S F E R	T O	0, 2, 1		PER ATTACHMENT	.	
					.	
	F R O M	0, 2, 2		PER ATTACHMENT	.	
					.	

**Explanation:** To provide funding for the addition of 0.25 FTE Typist Clerk II in the Mental Health Mentally Ill Offender Grant program and 0.5 FTE Department Info Systems Analyst in the Mental Health Administration program from existing contract services appropriations.

Name *Ron Klueber* Title 12/22/00

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above.  
 Auditor-Controller, by *[Signature]*, Deputy Date 12/27/00

County Administrative Officer's Action:  Recommended to Board  Approved  Not Recommended or Approved  
 County Administrative Officer *[Signature]* Date 1/03/01

State of California }  
 ss. County of Santa Cruz } As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered in the minutes of said Board on \_\_\_\_\_, 19\_\_\_\_, By \_\_\_\_\_, Deputy Clerk

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HEALTH SERVICES AGENCY  
 AUD-74 **ATTACHMENT**  
 Mental **Health** Program changer

FISCAL YEAR **2000/01**

**APPROPRIATIONS:**

T/C	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
021	363103	3100		REGULAR PAY-PERMANENT	16,500
021	363103	3150		OASDI-SOCIAL SECURITY	1,262
021	363103	3155		PERS	2,346
021	363103	3160		EMPLOYEE INSURANCE AND BE	1,103
021	363173	3100		REGULAR PAY-PERMANENT	12,374
021	363173	3150		OASDI-SOCIAL SECURITY	947
021	363173	3155		PERS	1,761
021	363173	3160		EMPLOYEE INSURANCE AND BE	1,421
022	363103	3665		PROFESSIONAL SERVICES	-21,272
022	363173	3605		PROFESSIONAL SERVICES	-6,503
022	363173	3975		SPECIAL DEPT EXPENSE	-10,000
<b>Total</b>					<b>\$ 0</b>

HEALTH SERVICES AGENCY  
AUD-74 ATTACHMENT  
Mental Health Program changes

FISCAL YEAR 2000101

## APPROPRIATIONS:

TIC	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
021	363103	3100		REGULAR PAY-PERMANENT	16,500
021	363103	3150		OASDI-SOCIAL SECURITY	1,262
021	363103	3155		PERS	2,348
021	363103	3160		EMPLOYEE INSURANCE AND BE	1,163
021	363173	3100		REGULAR PAY-PERMANENT	12,374
021	363173	3150		OASDI-SOCIAL SECURITY	947
021	363173	3155		PERS	1,761
021	363173	3160		EMPLOYEE INSURANCE AND BE	1,421
022	363103	3665		PROFESSIONAL SERVICES	-21,272
022	363173	3975		SPECIAL DEPT EXPENSE	-46,503 <10,000>
	363173	3665		Professional Services	<6,503>
Total					\$ 0

C:\Data\123\2000-01\AUD74 Personnel I-9-01 .xls

per Alan Betinger  
from Glen Kulm

Just 12/27/00