



Legislation Text

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File #: 19-448, Version: 1

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**MEMORANDUM**

**TO:** BOARD OF SUPERVISORS

**FROM:** Todd Metcalf, B. S.

**Behavioral Health Services Administrator**

**DATE:** May 7, 2019

**SUBJECT:** Approve Request for Lateral Step Hiring of Psychiatric Technician I, Step 5 for Patricia Trujillo

**EXECUTIVE SUMMARY:** Lake County Behavioral Health Services recently converted Patricia Trujillo, a Psychiatric Technician, from Extra Help 900-hour to permanent part-time status. Her pay step level as an Extra Help employee was at salary step 5. I am requesting that the Board approve her at the same step level 5 in her new permanent part-time position. I have the approval of the Human Resources Director to make this request of the Board.

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted

**FISCAL IMPACT (Narrative):** Adequate funds exist in wages and benefits object codes for this request and is accounted for in the existing budget due to untitled positions resulting in staff salary savings.

**STAFFING IMPACT (if applicable):** None

**RECOMMENDED ACTION:** Approve Request for Lateral Step Hiring of Psychiatric Technician I, Step 5 for Patricia Trujillo