



## Budget Change Request

### Change request information

Title Promote in Licensing and Recording Career Ladder  
Number B-02-05 Department 02 - Auditor  
Requester Diana Benson  
Published by Jay Saiki Publish Date 2023-08-23  
Change Type Policy Change

### Board outcome *(to be entered by budget after Board action)*

Board Decision  
Board Changes

### Funds affected

Fund 0010 - General Fund  
General Fund Affected? Yes More Than One Fund Affected? No

### Policy request priority and connection to the strategic plan

Priority # 3 Strategic Plan Effective County

### Does this request include federal, state, or private grants?

Grant Funded? None  
Grantor and timeframe

### Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Changes Classification  
Current position numbers affected

### What do you need and why? Include any unexpected and external requirements.

Statement of Need

Licensing and Recording has a career ladder agreement in the union contract that enables staff to advance from steps 1, 2 and 3 as they develop proficiency, complete additional training and there is a business need. The higher level the position the more cross trained and better to assist more customers and complex transactions.

### How will this change the performance of your office or department?

Statement of Need

The more staff are cross trained to provide cross division services, the better the customer service experience and lower wait times.

## Expenditure, FTE and revenue assumptions plus current budget level

### Assumptions

Change request - \$12,671 difference in salary and benefits (5%)  
 2 Licensing career ladder promotions  
 2 Recording career ladder promotions

### Current Budget Level

No current budget for career ladder promotions.

## What happens if this isn't funded? Are there other options?

### Impacts and Alternatives

Longer wait times, less employees cross trained

## How does this request affect other offices and departments?

### Impact to Other Departments

Which Other Departments are Affected?

Operating Transfer Needed? No

Operating Transfer Coding and Amount

### Personnel Information

FTE	Number	Name	Start Date	End Date
0.50	@ Licensing and Recording Spec II-2	LICENSING & RECORDING SPEC II	2024-01-01	
0.50	@ Licensing and Recording Spec II-2	LICENSING & RECORDING SPEC II	2024-01-01	
1.00	<b>&lt; Total</b>			

### Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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### Capital Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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### Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
0102A210	510000	SALARIES		5,364	5,364.00
0102A210	521000	SOCIAL SECURITY		411	411.00
0102A210	522000	RETIREMENT		504	504.00

0102A210	525000	UNEMPLOYMENT COMPENSATION		16	16.00
0102A210	526000	PAID FAMILY MEDICAL LEAVE		12	12.00
0102A210	527000	LONG TERM DISABILITY		31	31.00
0102A220	510000	SALARIES		5,364	5,364.00
0102A220	521000	SOCIAL SECURITY		411	411.00
0102A220	522000	RETIREMENT		504	504.00
0102A220	525000	UNEMPLOYMENT COMPENSATION		16	16.00
0102A220	526000	PAID FAMILY MEDICAL LEAVE		12	12.00
0102A220	527000	LONG TERM DISABILITY		31	31.00
			<b>Total:</b>	<b>12,676.00</b>	<b>12,676.00</b>

**Capital Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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