



Budget Change Request

Change request information

Title Budget Sr. Management Analyst - Add 1 FTE
Number B-03-01 Department 03 - Commissioners
Requester Nicole Martinez
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? No More Than One Fund Affected? No

Policy request priority and connection to the strategic plan

Priority # 0 Strategic Plan Effective County

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

Grant Funded?
Grantor and timeframe

Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Adds Position(s)
Current position numbers affected

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

Statement of Need

Requesting an FTE responsible for the design, preparation, and publication of the County's annual budget.

The Senior Analyst is the lead role in the preparation of County and mid-year budget reports for the Board of County Commissioners. With the Commissioners growing from 3 to 5, the workload is expanding.

This position assists the Budget and Fiscal Manager in the development of budget policies and procedures and serves as a resource to County offices and departments on budget related issues. This role plans, coordinates, and manages the preparation and publication of the County-wide budget and Capital Facilities Plan. Provides guidance and serves as a resource to appointing authorities on a wide variety of financial concerns and issues, including capital and operating budgeting plans and financing alternatives. Manages the development of, reviews, and approves all budget forms and revisions of budget related documents. Reviews reports and statements developed by offices/departments for adherence to budget and legal requirements.

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

Statement of Need

Helps organize and distribute budget responsibilities from 2 to 3 Senior Analysts to cover 5 Commissioners and oversee the entire county wide budget.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

Current Budget Level

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

Impacts and Alternatives

If not funded, the budget function will continue to operate at its current level of staffing. No other options at this time.

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
1.00	@ Senior Management Analyst	SENIOR MANAGEMENT ANALYST	2024-01-01	
1.00	< Total			

Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
5260G040	397001	O/T-GENERAL FUND		5,000	-

			Total:	5,000.00	-
--	--	--	---------------	-----------------	---

Capital Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
----------	-------------	--------------------	--------------	------	------

Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
0103A320	510000	SALARIES		102,342	105,412.00
0103A320	521000	SOCIAL SECURITY		7,829	8,064.00
0103A320	522000	RETIREMENT		9,610	9,898.00
0103A320	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00
0103A320	524000	WORKERS COMPENSATION-L&I		360	360.00
0103A320	525000	UNEMPLOYMENT COMPENSATION		307	316.00
0103A320	526000	PAID FAMILY MEDICAL LEAVE		203	203.00
0103A320	527000	LONG TERM DISABILITY		583	601.00
0103A320	599526	O/T-IT RESERVE		5,000	-
5260G040	535000	SMALL TOOLS & MINOR EQUIPMENT		5,000	-
			Total:	157,250.00	152,130.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
----------	-------------	--------------------	--------------	------	------