



Budget Change Request

Change request information

Title Grant Writer Grants Analyst II - Add 1 FTE
Number B-03-07 Department 03 - Commissioners
Requester Jay Saiki
Published by Jay Saiki Publish Date 2023-08-24
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 # 0 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 Adds Position(s)

Current position numbers affected

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

Statement of Need

BOCC is requesting one (1) Grant Writer/Grants Analyst II to assist with writing grant proposals, ensure all preparation, submission, and reporting requirements of grants are met.

This new hire will develop contextual, tailored, and impactful content for grant applications, such as drafting grant objectives and performance measures and writing compelling narratives to be incorporated in applications. Participate in discussions with internal and external teams regarding potential funding opportunities. Support Senior staff by researching competitive sources of discretionary grant opportunities, tracking implementation, funds utilization, and the decision process.

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

Statement of Need

This will strengthen the County’s ability to obtain grant funding to complete more initiatives for the community. Currently, there is no one dedicated to this role.

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

How does this request affect other offices and departments?

Impact to Other Departments None

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	@ Grants & Contracts Analyst II / 618u16	GRANTS & CONTRACTS ANALYST II	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
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Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
0103A330	510000	SALARIES		80,004	82,404.00

0103A330	521000	SOCIAL SECURITY		6,120	6,304.00
0103A330	522000	RETIREMENT		7,512	7,738.00
0103A330	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00
0103A330	524000	WORKERS COMPENSATION-L&I		360	360.00
0103A330	525000	UNEMPLOYMENT COMPENSATION		240	247.00
0103A330	526000	PAID FAMILY MEDICAL LEAVE		174	180.00
0103A330	527000	LONG TERM DISABILITY		456	470.00
0103A330	599526	O/T-IT RESERVE		5,000	-
5260G040	535000	SMALL TOOLS & MINOR EQUIPMENT		5,000	-
			Total:	130,882.00	124,979.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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