



## Budget Change Request

### Change request information

Title                      Lead Court Reporter Pay

Number                  B-06-05                      Department              06 - Superior Court

Requester                Georgia Christian

Published by              Jennifer Smith              Publish Date              2023-08-26

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 #                              4                              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    Duties and pay

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

Statement of Need

Superior Court has six Official Court Reporters who perform their duties in three courthouse buildings. The Lead Court Reporter would be responsible for coordinating assignments, staffing, and leave, license renewals, CART service and ADA Real Time requests, acting as the contact for transcript or court reporter notes requests of former court reporters. Arranging for pro tem court reporter services when necessary, sending recordings of proceedings to be transcribed by an approved transcriptionist as needed, maintaining the Court's website pertaining to court reporters and transcript requests, and participating in recruitment and hiring recommendations.

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

Statement of Need

Having a designated Lead Court Reporter perform the duties described in the Statement of Need would provide support to the team of Court Reporters, critical assistance, and improve efficiency for court operations. A Lead Court Reporter would aid the Court in meeting its goal of improving processes and supporting staff needs.

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

Assumptions

Assumes 5% increase in salary and benefits for one Official Court Reporter:  
 2024 increase: \$5,208  
 2025 increase: \$5,208

Current Budget Level

Six Official Court Reporter Salary and Benefits:  
 2024: \$731,496

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

Impacts and Alternatives

If unfunded, there will not be a Lead Court Reporter assigned and the efficiencies described above will not be realized.

**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	@ Official Court Reporter Lead-2	OFFICIAL COURT REPORTER LEAD	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
0106A638	510000	SALARIES		4,409	4,409.00

0106A638	521000	SOCIAL SECURITY		337	337.00
0106A638	522000	RETIREMENT		414	414.00
0106A638	525000	UNEMPLOYMENT COMPENSATION		13	13.00
0106A638	526000	PAID FAMILY MEDICAL LEAVE		10	10.00
0106A638	527000	LONG TERM DISABILITY		25	25.00
			<b>Total:</b>	<b>5,208.00</b>	<b>5,208.00</b>

**Capital Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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