



## Budget Change Request

### Change request information

Title	Fiscal Manager Reclassification		
Number	B-07-05	Department	07 - District Court
Requester	Frankie Peters		
Published by	Jennifer Smith	Publish Date	2023-08-22
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 #	5	Strategic Plan	Responsive Law,
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### 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	Changes Classification
Current position numbers affected	0727-07-R-		

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

Statement of Need

District Court requests to: (1) Adopt the proposed new classification of Court Financial Officer, (2) Set the salary of the Court Financial Officer to At-Will Range \$8,823-\$11,764, (3) Reclassify District Court's Fiscal Manager position to Court Financial Officer.

The current position title of Fiscal Manager is a county level position focused on the management of a department's budget and staff, and adherence to office policies and procedures. This position does not identify nor represent the requirements and support necessary to operate and manage effectively within the judicial branch of government. A Fiscal Manager oversees financials for a department; the Court is not a single department of the county represented by this position. The role of the Court Financial Officer is financial responsibilities over all departments (6) within the District Court judicial branch. Reclassification to the Court Financial Officer allows this position to hold the title and responsibilities that appropriately reflect the roles and responsibilities of this position within the court system. The judicial branch and court are unique in the work output and knowledge requirements to meet the needs of the organization. The Court Financial Officer is responsible for managing court financials and non-judicial operations within the judicial branch, requiring specific knowledge of judicial process and procedure that allows for identifying and responding to impacts. The experience, knowledge, and responsibilities of this position extend to all aspects of their work, requiring a thorough understanding of judicial processes and the important role of the judicial system as a whole. In addition to the financial responsibilities of this position, the Court Financial Officer also oversees the Court's Civil and Small Claims Department.

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

### Statement of Need

Reclassifying this position and adopting the proposal presented allows for the appropriate designation of the Court Financial Officer position that is currently under-represented and provides an opportunity for District Court to be represented as an equal and independent branch of government, acknowledging the roles and responsibilities within the judicial branch to serving our communities. The courts and judicial branch of government are a loosely coupled organization, as are local government structures, hospitals, etc. To effectively and efficiently operate and represent an organization, loosely coupled organizations have established structures to include: Chief Executive Officer (CEO), Chief Operations Officer (COO), Chief Financial Officer (CFO), Directors, etc. By approving the proposal, District Court will have the ability to perform a needed re-structure of our organization to represent District Court as the judicial branch of government, acknowledging the importance of equality with the other branches of government, and establishing a true structure that supports the judicial branch efforts to supporting the public.

The Court Financial Officer (CFO) is distinguished by the following:

The Court Financial Officer serves under the direction and supervision of the Court Executive Officer. The position is responsible for managing court financials and department operations, including the direct supervision of court staff for both the Civil and Accounting Departments. The Court Financial Officer has experience, knowledge, and understanding of the judicial branch of government, as well as the judicial processes and rules of the justice system. The position is directly involved in executive level planning and development, as well as management of financials, caseload, and customer services. Organizational and operational responsibilities include, but are not limited to: managing financial expenditures and revenues of all court departments, including those financial responsibilities existing with contracting jurisdictions; research, interpret, and implement non-judicial operations and procedural changes to administrative process in response to legislative law changes, executive branch orders or directives, and judicial orders and court rules; perform business process reviews; recommending and developing short and long-range goals that support the vision and mission of the court while identifying impacts to other justice partners and County departments; representing the court as an independent and equal branch of government.

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

### Assumptions

The salary proposal takes into consideration the Board and County's request to limit General Fund requests. The classification salary for this position meets the current salary placements for Chief Deputy positions within the County structure, reflecting this position's role as a Chief Deputy position to the CEO.

### Current Budget Level

510000	-	\$90,096	
521000	-	\$6,892	
522000	-	\$9,235	
523000	-	\$23,676	
524000	-	\$336	
525000	-	\$270	
526000	-	\$133	
527000	-	\$514	Total = \$131,152

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

### Impacts and Alternatives

This position will continue to be misrepresented as a Fiscal Manager and the organizational structure will not represent equality with the other branches of government. This role does not reflect the necessary responsibilities or experience, knowledge and high standard required of this position. Without the reclassifications, District Court's organizational structure will not represent the judicial branch of government in equality with the other branches of government, and the current position will not represent the role and responsibilities required for an effective and efficient judicial system.

## 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	@ Court Financial Officer-2	COURT FINANCIAL OFFICER	2024-01-01	
1.00	< Total			

### 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
0107A750	510000	SALARIES		29,976	30,875.00
0107A750	521000	SOCIAL SECURITY		2,294	2,362.00
0107A750	522000	RETIREMENT		2,815	2,899.00
0107A750	525000	UNEMPLOYMENT COMPENSATION		90	93.00
0107A750	526000	PAID FAMILY MEDICAL LEAVE		7	7.00
0107A750	527000	LONG TERM DISABILITY		171	176.00
			<b>Total:</b>	<b>35,353.00</b>	<b>36,412.00</b>

### Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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