

Budget Change Request

Change request information

Title Judicial Assistant Reclassification

Number B-07-07 Department 07 - District Court

Requester Frankie Peters

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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 # 7 Strategic Plan Responsive Law,

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 0327-07-R-

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

Statement of Need

District Court requests to: (1) Set the salary range of the District Court Judicial Assistant to \$5,354-\$7,138 within the At-Will Classification Plan, (2) Re-title the position to Judicial Aide.

The 'District Court Judicial Assistant' classification is specific to District Court, and is not held in other courts, offices, or departments of the county.

The current range for the District Court Judicial Assistant position is Range 10; this is not representative of the duties and responsibilities of this position. The requested at-will salary range of \$5,354 - \$7,138 is the current range of the Executive Aide position for Thurston County and would much more appropriately reflect what this position entails.

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

Statement of Need

The Executive Aide position is a dedicated staff support to an elected County Commissioner. The District Court Judicial Assistant is a dedicated staff support to three (3) elected Judicial Officers and one (1) appointed Court Commissioner. Both positions (Executive Aide and DC Judicial Assistant) have extensive knowledge and involvement in the elected official(s) special interests, programs, projects, and initiatives. Both serve as a liaison between the elected official(s) and county offices and departments, providing communication and scheduling support. Both positions, as assigned, research, analyze, resolve, and/or provide recommendations on a variety of issues brought to the attention of the elected official. Both positions manage travel arrangements and complete registration as necessary. The essential job functions of the Executive Aide position match the duties and responsibilities of the DC Judicial Assistant.

The DC Judicial Assistant, as the Executive Aide, is distinguished from other administrative support positions by the executive and confidential nature of the duties and responsibilities involved in support of an elected official. Judicial Assistants may be characterized as a professional assistant who is charged with administrative and/or project management responsibilities.

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 Aide positions within the County structure, reflecting this position's role as an aide position to the court elected officials and appointed commissioner.

Current Budget Level

510000 - \$56,016 521000 - \$4,285 522000 - \$5,742 523000 - \$23,676 524000 - \$336 525000 - \$168 526000 - \$83 527000 - \$319 TOTAL = \$90,624

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

Impacts and Alternatives

The District Court Judicial Assistant position is specific to District Court – reclassification does not directly impact positions outside of the court.

This position will continue to be misrepresented, and the role will not share equality with positions existing in other branches of government that hold similar duties and responsibilities. The role will not reflect the necessary knowledge, experience, and high standard required of the position.

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
1.0	@ District Court Judicial Aide- 2	DISTRICT COURT JUDICIAL AIDE	2024-01-01	

1.00 < Total		
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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		11,628	11,977.00
0107A750	521000	SOCIAL SECURITY		890	917.00
0107A750	522000	RETIREMENT		1,092	1,125.00
0107A750	525000	UNEMPLOYMENT COMPENSATION		35	36.00
0107A750	526000	PAID FAMILY MEDICAL LEAVE		25	25.00
0107A750	527000	LONG TERM DISABILITY		66	68.00
			Total:	13,736.00	14,148.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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