



Budget Change Request

Change request information

Title Add One Legal Assistant
Number B-10-07 Department 10 - Sheriff-Law
Requester Heidi Thomsen
Published by Jennifer Smith 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 # 7 Strategic Plan Responsive Law,

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

Grant Funded? None
Grantor and timeframe N/A.

Does this request affect current positions or propose new positions?

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

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

Statement of Need

The Sheriff's Office requests the funding for a legal assistant position for the Field Operations Bureau (FOB). This position will assist the Field Operations Bureau with a multitude of tasks to include drafting correspondence, inventory management, entering requisitions, gathering/compiling invoices that will be sent to the Sheriff's Office Financial Services Bureau for processing and payment, equipment and uniform acquisitions, assisting in preparing training curriculums, assisting with training day logistics, scheduling training in conjunction with FOB Bureau Staff Assistant and Lieutenants, and various other tasks as assigned.

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

Statement of Need

If this request is funded, the above tasks will be shifted from current staff to this position. This will provide relief to staff with already overburdened workloads and reduce the opportunity for staff burnout.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

Salary and benefits are assumed for a legal assistant position. Funding is also included for a computer, chair, printer, and stand-up desk.

Current Budget Level

The current law enforcement General Fund budget amount is \$26,315,773.

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

Impacts and Alternatives

There are no alternatives other than to request funding for this position. If this request is not approved, mistakes will be made in inventory, acquisitions, requisitions, and create liability issues for the County and Thurston County Sheriff's Office (TCSO) on mandatory training requirements. With the recent passage of new laws and new mandatory training requirements, coordination of training has become paramount to the agency, and we need a dedicated position to meet this challenge in order to reduce liability and ensure we have met all of the mandatory requirements.

How does this request affect other offices and departments?

Impact to Other Departments IT Services
 Which Other Departments are Affected? IT --- for computer replacement
 Operating Transfer Needed? Yes
 Operating Transfer Coding and Amount 0110B132 - see below.

Personnel Information

FTE	Number	Name	Start Date	End Date
1.00	@ Legal Assistant / admin08	LEGAL ASSISTANT	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		2,500	-
			Total:	2,500.00	-

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
0110B110	510000	SALARIES		56,491	58,185.00
0110B110	521000	SOCIAL SECURITY		4,321	4,451.00
0110B110	522000	RETIREMENT		5,304	5,464.00
0110B110	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00
0110B110	524000	WORKERS COMPENSATION-L&I		360	360.00
0110B110	525000	UNEMPLOYMENT COMPENSATION		169	175.00
0110B110	526000	PAID FAMILY MEDICAL LEAVE		452	465.00
0110B110	527000	LONG TERM DISABILITY		322	332.00
0110B110	531000	SUPPLIES		482	-
0110B110	531000	SUPPLIES		271	-
0110B110	531000	SUPPLIES		430	-
0110B110	531000	SUPPLIES		593	593.00
0110B110	543000	TRAVEL		336	336.00
0110B110	549005	MISC-PARTICIPANT-OTHER TRAINING		628	628.00
0110B132	599526	O/T-IT RESERVE		2,500	-
5260G040	535000	SMALL TOOLS & MINOR EQUIPMENT		2,500	-
			Total:	101,175.00	98,265.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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