



Budget Change Request

Change request information

Title FTE - Chief Deputy Coroner
Number B-12-02 Department 12 - Coroner
Requester Lauren Brady
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 # 2 Strategic Plan Responsive Law,

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

The Coroner's Office is requesting a Chief Deputy Coroner. A Chief Deputy Coroner will assist the Coroner in the administration and management of the Office with an emphasis on the immediate and crucial responsibility of attaining Coroner's Office accreditation. HB1326 requires accreditation January 1st, 2025 to continue receiving reimbursements, of which the County received \$235,103 last year.

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

Statement of Need

Chief Deputy Coroner assists the Coroner in the day-to-day administration and management of the Office while directly supervising the operations of Investigations and Pathology. There are currently 16 staff members and volunteers supervised by the Coroner. The span of control is too great for the Coroner alone and a second-in-command is needed. In addition, a Chief Deputy Coroner will be responsible for implementing policies and procedures under the direction of the Coroner. As you know, HB 1326 requires Office accreditation beginning January 1st, 2025. A Chief Deputy Coroner will immediately be tasked with preparing the Office to become accredited. Office accreditation directly effects the percentage at which reimbursements are made and additionally, most grant funding organizations are now requiring recipients to be accredited. Furthermore, in the absence of the Coroner, a Chief Deputy will continue the services provided by the Coroner's Office without interruption or delay, including arranging for autopsies and media interactions. Of the 39 counties in WA state, we are the largest Coroner's Office and the only Coroner's Office without a Chief Deputy Coroner.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

Request includes FTE costs (salaries, benefits) as well as supplies, equipment, travel and training expenses.

Current Budget Level

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

Impacts and Alternatives

There is no alternative to this position.

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	@ Chief Deputy Coroner / at-will	CHIEF DEPUTY CORONER		
1.00	< Total			

Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
5260G040	397001	O/T-GENERAL FUND		(3,000)	-
			Total:	(3,000.00)	-

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
0112B300	510000	SALARIES		107,256	110,474.00
0112B300	521000	SOCIAL SECURITY		8,205	8,451.00
0112B300	522000	RETIREMENT		10,071	10,373.00
0112B300	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00
0112B300	524000	WORKERS COMPENSATION-L&I		360	360.00
0112B300	525000	UNEMPLOYMENT COMPENSATION		322	331.00
0112B300	526000	PAID FAMILY MEDICAL LEAVE		203	203.00
0112B300	527000	LONG TERM DISABILITY		611	630.00
0112B301	531000	SUPPLIES		3,000	700.00
0112B301	535000	SMALL TOOLS & MINOR EQUIPMENT		2,500	-
0112B301	592004	IF COMM SVS-LONG DISTANCE/SCAN		800	-
0112B301	599526	O/T-IT RESERVE		3,000	-
0112B302	531000	SUPPLIES		1,500	1,000.00
0112B304	543000	TRAVEL		1,500	1,500.00
0112B304	549000	MISCELLANEOUS		1,500	1,500.00
5260G040	535000	SMALL TOOLS & MINOR EQUIPMENT		3,000	-
			Total:	169,844.00	162,798.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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