



Budget Change Request

Change request information

Title Office Assistant II - 0.50 to 1.0
Number B-12-05 Department 12 - Coroner
Requester Lauren Brady
Published by Jennifer Smith Publish Date 2023-08-24
Change Type Maintenance

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 # 0 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 FTE of
Current position numbers affected 12R01185 &

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

Statement of Need

Current Office Assistant II position has been working under two half time positions. Change request is to move position from two half time positions to one full time position.

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

Statement of Need

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

Current Budget Level

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

Impacts and Alternatives

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
0.50	12R01185	OFFICE ASSISTANT II		
(0.50)	12R01578	OFFICE ASSISTANT II		
0.00	< 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
0112B300	510000	SALARIES		(22,836)	(23,520.00)
0112B300	510000	SALARIES		26,988	26,988.00
0112B300	521000	SOCIAL SECURITY		(1,747)	(1,799.00)
0112B300	521000	SOCIAL SECURITY		2,064	2,064.00
0112B300	522000	RETIREMENT		2,534	2,534.00
0112B300	522000	RETIREMENT		(2,144)	(2,209.00)

0112B300	523000	MEDICAL/DENTAL/LIFE		(13,008)	(13,638.00)
0112B300	523000	MEDICAL/DENTAL/LIFE		13,008	13,638.00
0112B300	524000	WORKERS COMPENSATION-L&I		(180)	(180.00)
0112B300	524000	WORKERS COMPENSATION-L&I		180	180.00
0112B300	525000	UNEMPLOYMENT COMPENSATION		(69)	(71.00)
0112B300	525000	UNEMPLOYMENT COMPENSATION		81	81.00
0112B300	526000	PAID FAMILY MEDICAL LEAVE		(50)	(51.00)
0112B300	526000	PAID FAMILY MEDICAL LEAVE		59	59.00
0112B300	527000	LONG TERM DISABILITY		154	154.00
0112B300	527000	LONG TERM DISABILITY		(130)	(134.00)
			Total:	4,904.00	4,096.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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