



## Budget Change Request

### Change request information

Title WSU Extension Classification Change - SAO to AAI  
Number B-27-02 Department 27 - Community  
Requester Summer Miller  
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? Yes

### 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 Classification

Current position numbers affected 0112-27-R-

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

Statement of Need

The classification of Senior Office Manager for county personnel working the front office at WSU Extension does not allow for the full range of tasks required to support the Extension program. Changing this classification to Administrative Assistant II would align the classification level with the critical duties required. It will also free up the County Director and regional agriculture specialist to provide higher level Extension program management and economic development tasks, while enabling the reclassified position to take on more day-to-day administrative responsibilities.

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

Statement of Need

The purpose of the Administrative Assistant is to provide administrative and technical support to WSU Extension. This work exceeds clerical support and includes monitoring and reconciling budgets, developing cost estimates and reports, reviewing and reconciling contract language in preparation for legal review, managing grant and agreement contract set-up, researching and analyzing data, and researching and recommending policy and procedures, among many other tasks.

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

Assumptions

Current Budget Level

\$86,231

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

Impacts and Alternatives

If this position classification change is not funded WSU Extension, its regional agricultural specialist, and its County Director will not receive the level of technical and administrative support needed.

**How does this request affect other offices and departments?**

Impact to Other Departments

Other Services/Staff Time

Which Other Departments are Affected?

Other divisions within CPED will benefit from the classification change as a higher level of administrative and technical support will be available 50% of the time.

Operating Transfer Needed?

No

Operating Transfer Coding and Amount

**Personnel Information**

FTE	Number	Name	Start Date	End Date
1.00	@ Administrative Assistant II-2	ADMINISTRATIVE ASSISTANT II	2024-01-01	
1.00	<b>&lt; Total</b>			

**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
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0127B500	510000	SALARIES		7,634	7,634.00
0127B500	521000	SOCIAL SECURITY		584	584.00
0127B500	522000	RETIREMENT		717	717.00
0127B500	525000	UNEMPLOYMENT COMPENSATION		23	23.00
0127B500	526000	PAID FAMILY MEDICAL LEAVE		17	17.00
0127B500	527000	LONG TERM DISABILITY		44	44.00
			<b>Total:</b>	<b>9,019.00</b>	<b>9,019.00</b>

**Capital Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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