



## Budget Change Request

### Change request information

Title Fiscal Classification Change - AAI to Accounting Asst IV  
Number B-27-09 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 4124 - Land Use &  
General Fund Affected? No 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 Classification  
Current position numbers affected 0330-27-R-

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

Statement of Need

CPED has a small fiscal team consisting of a fiscal manager and a fiscal analyst in support of almost 70 employees and multiple funds/divisions. An Accounting Assistant IV would allow the fiscal team to utilize more advanced technical accounting, fiscal, and budget support. The Account Assistant IV will have involvement in all of CPED's budgets including, but not limited to: preparing complex financial plans, multi-fund budget development, grant, and contract management and billing. The person filling this role will be tracking cash receipts, disbursements, and classifying proper accounts in accordance with BARS and county procedures. Additionally, the role would be responsible for developing and implementing great systems for internal controls as well as checks and balances.

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

Statement of Need

The new position would assist in technical level grant financial monitoring, maintaining fund health & oversight, financial planning and forecasting, assist in the budget development process, posting complex financial data to general ledgers, tracking cash receipts & disbursements, interfund billing and JEs, etc. The Accounting Assistant IV position would serve as a backup to the fiscal analyst and manager within CPED. Additionally, the Accounting Assistant IV's purpose would be to offer multi-fund and division budget monitoring, project revenue availability, budget trends, and County budget (as well as SAO) compliance requirements. This position would attend budgetary meetings with the budget office as well as upper management in the development and support of CPED's multiple budgets.

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

Assumptions

Current Budget Level

FY2023 = \$59,172 salary; \$23,639 benefits  
 FY2024 = \$66,630 salary; \$24,821 benefits

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

Impacts and Alternatives

If this reclassification is not funded, CPED fiscal staff will continue to operate without adequate personnel to ensure sound fiscal management.

**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	@ Accounting Assistant IV-2	ACCOUNTING ASSISTANT IV	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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4124C230	510000	SALARIES		5,184	5,340.00
4124C230	521000	SOCIAL SECURITY		396	408.00
4124C230	522000	RETIREMENT		487	501.00
4124C230	525000	UNEMPLOYMENT COMPENSATION		16	16.00
4124C230	526000	PAID FAMILY MEDICAL LEAVE		11	12.00
4124C230	527000	LONG TERM DISABILITY		30	30.00
			<b>Total:</b>	<b>6,124.00</b>	<b>6,307.00</b>

### Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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