



Budget Change Request

Change request information

Title Administrative Assistant I for Records Management - 1 FTE Request
Number B-34-069 Department 34 - Public Works
Requester Karen Weiss
Published by Jay Saiki 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 1190 - Roads &
General Fund Affected? No More Than One Fund Affected? Yes

Policy request priority and connection to the strategic plan

Priority # 5 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 Adds Position(s)
Current position numbers affected

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

Statement of Need

Public Works is requesting an Administrative Assistant I position to manage Public Works records management program and public records request compliance. In 2022, Public Works received 179 public records requests. This position will be responsible for processing these requests and will help reduce the department's liability by providing oversight and consistency to the public records request process. The need for records management program support was identified through a recent records management initiative to increase compliance with public records requests, establish and manage Public Works records management maintenance plan, and liaison with the Thurston County Records Center and the Washington State Archives.

Public Works has over 100 boxes of files at the Tilley campus and 12.2 terabytes of digital records that need to be managed, transmitted, and/or destroyed when they have met retention. We also have identified approximately 200 boxes stored at the Thurston County Records Center that need to be reviewed due to incorrect retention values or documents are organized incorrectly in file boxes. As part of the records management process, this position will provide consistency to the records retention process, ensuring compliance with state laws and county policies. This position will also be instrumental in reducing storage costs, both electronically and in hard copy form.

Improving records management is one of Public Work's strategic goals for 2023-2025. Specific objectives include developing an electronic file structure, developing a maintenance plan, and identifying best records management practices. Current records organization has resulted in filing inconsistencies, duplicate records, and a filing system that is difficult for staff to navigate and successfully and locate information. This position will be involved in helping further these efforts and improve efficiency for staff in accessing information.

The cost of this position is approximately \$90K and \$93K for 2024 and 2025 respectively and will support Public Works 6 divisions.

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

Statement of Need

This position will maintain a records management system that will improve efficiency and outcomes for staff who rely on records and files daily to complete their work. In addition, storage costs for the department will decrease due to purging of extraneous, duplicate or records that have reached their retention limit.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

Based on the budgeted costs of an Administrative Assistant I position.

Current Budget Level

Public Works budget for 2023 = \$157,867,981
The Administrative Services team currently has a staff of 8 supporting over 200 Public Works employees and 7 separate lines of business.

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

Impacts and Alternatives

Current staff will try to address records management needs and public disclosure response requirements within their existing work plans. However, the current level of staff does not support a comprehensive records management program, which has resulted in the inefficient, confusing system Public Works is currently operating with. The disorganized system leads to inefficiencies and frustration for Public Works staff trying to locate information. In addition, records are being maintained past retention requirements, leading to unnecessary storage costs. Finally, public disclosure request requirements continue to increase, adding to current staff's already at-capacity workload.

How does this request affect other offices and departments?

Impact to Other Departments

IT Services

Which Other Departments are Affected? IT - Computer (will be absorbed in current budget)

Operating Transfer Needed?

No

Operating Transfer Coding and Amount

Personnel Information

FTE	Number	Name	Start Date	End Date
0.53	@ Administrative Assistant I / 618u08	ADMINISTRATIVE ASSISTANT I	2024-01-01	
0.02	@ Administrative Assistant I / 618u08	ADMINISTRATIVE ASSISTANT I	2024-01-01	
0.24	@ Administrative Assistant I / 618u08	ADMINISTRATIVE ASSISTANT I		
0.20	@ Administrative Assistant I / 618u08	ADMINISTRATIVE ASSISTANT I	2024-01-01	
0.01	27R01437	ADMINISTRATIVE ASSISTANT I	2024-01-01	
1.00	< 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
1190R012	510000	SALARIES		28,703	29,561.00
1190R012	521000	SOCIAL SECURITY		2,196	2,262.00
1190R012	522000	RETIREMENT		2,695	2,776.00
1190R012	523000	MEDICAL/DENTAL/LIFE		13,789	14,456.00
1190R012	524000	WORKERS COMPENSATION-L&I		191	191.00
1190R012	525000	UNEMPLOYMENT COMPENSATION		86	89.00
1190R012	526000	PAID FAMILY MEDICAL LEAVE		63	64.00
1190R012	527000	LONG TERM DISABILITY		164	168.00
1190R014	510000	SALARIES		1,083	1,116.00
1190R014	521000	SOCIAL SECURITY		83	85.00
1190R014	522000	RETIREMENT		102	105.00
1190R014	523000	MEDICAL/DENTAL/LIFE		520	545.00
1190R014	524000	WORKERS COMPENSATION-L&I		7	7.00
1190R014	525000	UNEMPLOYMENT COMPENSATION		3	3.00
1190R014	526000	PAID FAMILY MEDICAL LEAVE		2	2.00
1190R014	527000	LONG TERM DISABILITY		6	6.00
4030W020	510000	SALARIES		12,997	13,386.00
4030W020	521000	SOCIAL SECURITY		994	1,024.00

4030W020	522000	RETIREMENT		1,220	1,257.00
4030W020	523000	MEDICAL/DENTAL/LIFE		6,243	6,546.00
4030W020	524000	WORKERS COMPENSATION-L&I		86	86.00
4030W020	525000	UNEMPLOYMENT COMPENSATION		39	40.00
4030W020	526000	PAID FAMILY MEDICAL LEAVE		28	29.00
4030W020	527000	LONG TERM DISABILITY		74	76.00
4030W120	510000	SALARIES		601	625.00
4030W120	521000	SOCIAL SECURITY		46	48.00
4030W120	522000	RETIREMENT		56	59.00
4030W120	523000	MEDICAL/DENTAL/LIFE		115	121.00
4030W120	524000	WORKERS COMPENSATION-L&I		4	4.00
4030W120	525000	UNEMPLOYMENT COMPENSATION		2	2.00
4030W120	526000	PAID FAMILY MEDICAL LEAVE		1	1.00
4030W120	527000	LONG TERM DISABILITY		3	4.00
4060W606	510000	SALARIES		10,831	11,155.00
4060W606	521000	SOCIAL SECURITY		829	854.00
4060W606	522000	RETIREMENT		1,017	1,047.00
4060W606	523000	MEDICAL/DENTAL/LIFE		5,203	5,455.00
4060W606	524000	WORKERS COMPENSATION-L&I		72	72.00
4060W606	525000	UNEMPLOYMENT COMPENSATION		32	33.00
4060W606	526000	PAID FAMILY MEDICAL LEAVE		24	24.00
4060W606	527000	LONG TERM DISABILITY		62	64.00
			Total:	90,272.00	93,448.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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