



## Budget Change Request

### Change request information

Title Vital Services Request for Procurement and Contracts Specialist  
Number B-40-15 Department 40 - Public Health  
Requester Corrine Marson  
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 1500 - Public Health &  
General Fund Affected? No More Than One Fund Affected? Yes

### Policy request priority and connection to the strategic plan

Priority # 1 Strategic Plan Effective County

### Does this request include federal, state, or private grants?

Grant Funded? Partially Grant Funded

Grantor and timeframe This position would support both Public Health and Social Services (Indirect) and OHHP (Housing). This position would direct charge to admin funding for the various grants and contracts it would support.

### 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

PHSS is requesting a Procurement and Contracts Specialist position, funded out of the departmental indirect and direct billing various grants and contracts, to help coordinate all grants, contracts, and procurement processes that have traditionally fallen to various people in various roles. Having a one person clearinghouse to ensure we are in compliance with code, rules, regulations, etc will streamline and standardize PHSS's processes with fewer errors and cost.

### 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
1.00	@ Procurement & Contracts Spec I / 618u12	PROCUREMENT & CONTRACTS SPEC I	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
1500D211	510000	SALARIES		65,820	67,800.00
1500D211	521000	SOCIAL SECURITY		5,035	5,187.00
1500D211	522000	RETIREMENT		6,180	6,366.00
1500D211	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00

1500D211	524000	WORKERS COMPENSATION-L&I		360	360.00
1500D211	525000	UNEMPLOYMENT COMPENSATION		197	203.00
1500D211	526000	PAID FAMILY MEDICAL LEAVE		143	148.00
1500D211	527000	LONG TERM DISABILITY		375	386.00
1500D211	531000	SUPPLIES		3,000	1,500.00
1500D211	535000	SMALL TOOLS & MINOR EQUIPMENT		1,800	400.00
1500D211	549007	MISC-TRGN/CONF REGISTRATION		500	500.00
1500D211	591000	IF PROFESSIONAL SERVICES		6,300	6,300.00
			<b>Total:</b>	<b>115,726.00</b>	<b>116,426.00</b>

**Capital Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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