

CLARK COUNTY STAFF REPORT

DEPARTMENT: Prosecuting Attorney's Office

DATE: June 3, 2015

REQUESTED ACTION: Change a .7 FTE Legal Secretary II position to a 1.0 Office Assistant II position

BACKGROUND

The Prosecutor's Office would like to change a vacant .7 FTE Legal Secretary II position to a 1.0 FTE Office Assistant II position. The Office Assistant II position is need in the Prosecutor's District Court unit to help absorb the full-time workload that was transferred from District Court to the Prosecutor's office last year. The nature of the work to be done does not require the expertise of a Legal Secretary II and is more appropriately performed by an Office Assistant II. Assigning the work to the appropriate classification is the fiscally responsible approach to getting the work done.

ADMINISTRATIVE POLICY IMPLICATIONS

There are no administrative policy implications.

COUNCIL POLICY IMPLICATIONS

There are no council policy implications.

PREVIOUS REVIEWS AND ACTIONS

In the 2015/2016 budget adoption, the Prosecutor requested the addition of a 1.0 Office Assistant II to address the new workload. This request will accomplish the need by reallocating existing resources.

COMMUNITY OUTREACH

There were no community outreach efforts specific to this request.

BUDGET IMPLICATIONS

YES	NO	
		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
X		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.



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SUBMITTED BY: Tony Golik

DATE: June 3, 2015

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Prosecutor's Office
APPROVALS:


Shari Jensen
Administrator

Tony Golik
Prosecutor

Attachments:
Budget Impact Statement

APPROVED: 
CLARK COUNTY, WASHINGTON
BOARD OF COUNTY COUNCILORS

DATE: June 16, 2015

SR# SR 119-15

COUNTY MANAGER ACTION\RECOMMENDATION

By: Mark McCauley
Date:
SR Number:

REQUESTED ACTION: Change a .7 FTE Legal Secretary II position to a 1.0 Office Assistant II position

COUNTY MANAGER RECOMMENDATION:

Action	Conditions	Referral to council?
<i>Approval</i> denial	<i>Enter conditions or requests here</i>	Yes No
	This block will be completed by the manager's office	


Mark McCauley
Acting County Manager

DISTRIBUTION

Shari Jensen, Prosecutor's Office
Jeremy Hammrich, Human resources
Susan Watters, Human resources

BUDGET IMPACT ATTACHMENT

Part 1: Narrative

Converting a higher classified position to a lower classified position results in a cost savings. However, increasing the FTE status from .7 to 1.0 results in a cost increase that is slightly higher than the cost savings.

Part 2: Budget Impact

Expenditure: Increase salary and benefits

Fund	Dept	Obj	Expense change Year 1	Expense change Year 1	Expense change Year 2	Expense change Year 3	Expense change Year 4	Expense change Year 5	Expense change Year 6	One time or continuing
0001	270	110	\$2937		\$5875					
Total			\$2937		\$5875					

Revenue

Fund	Dept	Obj	Revenue change Year 1	Revenue change Year 1	Revenue change Year 2	Revenue change Year 3	Revenue change Year 4	Revenue change Year 5	Expense change Year 6	One time or continuing
Total										

Part 3: FTE Profile Over Time

# FTE	Type	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

Year 1 estimated start date for employees: July 1, 2015