Personnel Adjustment Request

Submitted requests impacting all personnel/staff related funding for the fiscal year

FY 2024 Total Cost/(Savings): 64,539

FOR INTERNAL SERVICE DEPARTMENTAL REVIEW

Department	Reviewed	Reviewed By
Select From List	Select Yes/No	
Select From List	Select Yes/No	
Select From List	Select Yes/No	

Title: Administrative Secretary
Fund: 001 General Fund
Department: Public Works

Description & Justification For Request:

Public Works would like to request the addition of a full-time Administrative Secretary position. As part of the effort to bring Public Works up to capacity, the department has contracted a temporary employee through an employment agency to assist with administrative secretary duties such as creating meetings, preparing agendas, and preparing minutes. Having someone in this position allowed the Engineering staff additional time to perform their primary duties.

PERSONNEL/POSITION DETAILS

Add/Delete (FTE):	Group:	Grade:	Title:
1.00	G3	G03	Administrative Secretary
0.00	Select From Drop-Down		
0.00	Select From Drop-Down		
0.00	Select From Drop-Down		

EXPENDITURE DETAILS - ACCOUNT NUMBERS & DESCRIPTIONS

Use Full GL Accounting String & Description

		Enter GL Accounting String *Click Cells for Samples*	Amounts	Amount for FY - 26 Pay Periods	Amounts for FY- 9 Pay period	Pay Period	Remaining Pay Period
Personnel	1210 Regular Salaries & Wages	001-7011-541-1210	38,984	1,499	13,494	26	9
Personnel	2110 Social Security/Medicare	001-7011-541-2110	2,982	115	1,032		
Personnel	2210 Retirement-ICMA	001-7011-541-2210	3,509	135	1,215		
Personnel	2320 Emp Health Ins Premiums	001-7011-541-2320	11,546	444	3,997		
Personnel	1512 Employee Cafeteria Credit	001-7011-541-1512	615	24	213		
Personnel	2410 Workers Compensation	001-7011-541-2410	1,666	64	577		
Personnel	5204 Uniforms/Clothing	001-7011-541-5204	50	2	17		
Personnel	2330 Other Emp ins Premiums	001-7011-541-2330	4,587	176	1,588		
IT	5403-Licenses/Certificates	001-2310-519-5403	600		600		
					-		
					-		
					-		
		Page 2 Sub-Total (Additional Expenditures)	-				
		Total Expenditures:	64,539				
		One-Time:	600				
		Recurring Costs Must Be Completed → Recurring:	**63,939**	**2,459**	**22,733**	Budgetary Impact	

Specify Identifiable Revenue Funding Source (Excluding Fund Balance):

	-
	-
	-
Total Revenues:	-
Total Expenditures Minus Revenues:	64,539

Impact of Denial:

Title: Administrative Secretary
Fund: 001 General Fund
Department: Public Works
Division:

EXPENDITURE DETAILS - ACCOUNT NUMBERS & DESCRIPTIONS

Use Full GL Accounting String & Description

		Enter GL Accounting String *Click Cells for Samples*	Amounts
Select Category	Select From Drop-Down		-
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		Page 2 Sub-Total:	-