FY 2020 Budget Amendment Request Form

Date: August 7, 2019

Department: Information Services

Contact person: Richard Maidenbaum   **Phone #:** 540-507-7708

Explanation of need for budget amendment: Change the assigned FTE for the Information Services part-time IT Program Manager (0.50 FTE) position to a full-time (1.00 FTE) position. The part-time IT Program Manager position has been vacant for some time despite frequent efforts to advertise and fill the position. In addition to the FTE change, the job title will be changed from the current title of IT Program Manager (G25) to IT Project Coordinator (G16). The IT Project Coordinator position is part of the Information Services Career Path Plan approved by County Administration in 2016. This position provides an excellent career path opportunity for staff into project management and application support, and to gain valuable skills. Adequate funding is available and appropriated within the FY 2020 Information Services budget. The additional personnel costs for the full-time position will be absorbed within the personnel budget line items.

Reminder: **Agenda item summary must be attached if BOS approval is required.**

Revenue Accounts Adjusted		Amount	
Acct #		$	
	Total Revenue Adjustment	$	0

Expenditure Accounts Adjusted		Amount	
Acct #	110-1251-405-1301 Compensation – Part-time	$	(41,148)
Acct #	110-1251-405-1101 Compensation – Full-time	$	41,148
	Total Expenditure Adjustment	$	0

Note: If amendment is between expenditure accounts only, net impact must be zero.

Position FTE Change		
Position Title	**Existing FTE**	**Adjusted FTE**
IT Program Manager	0.50	1.00[1]

[1]*Position title will also be changed to IT Project Management Coordinator*

Transfer requests must be signed by the requestor(s). In the case of transfers between departments or capital projects, the transfer request must be signed by the director of each affected department, or by the project manager of each affected capital project. A typed signature will be accepted.

Richard Maidenbaum, Information Services
_____   _____
Name, Department   Name, Department

Recommendations

Budget: _X__recommended   _____ not-recommended
Explanation if not recommended:
_____
_____
County Admin: __X __recommended   _____ not-recommended
Explanation if not recommended:
_____
_____
Finance Committee: _ _ recommended   ____not-recommended

Explanation if not recommended:

_____

_____