

Decision Package - Clerk of Circuit Court

ID	44
Department/Agency	Clerk of the Circuit Court
Decision Package Name	Clerk of the Circuit Court and Comptroller – Finance Division – Essential Services/Human Capital Sustainability Request
Summary of Request	<p>As discussed, during the Clerk's FY2017-2018 budget presentation, an extensive study was conducted by the County's Human Resources Office on the staffing levels of the Finance Division as it relates to the duties involving Board Finances. The study determined that the Finance Division was understaffed by 24 positions.</p> <p>Recognizing the County's significant funding limitations, a tiered solution was implemented and the County supported, in its FY2017-2018 budget, funding for three positions including an Assistant Finance Director and two Finance Accountant II's. For the FY2018-2019 budget, the Clerk's Office again requested another movement toward an appropriate staffing level and prioritized its request for three positions including a Finance Operations Clerk and 2 Finance Operations Technicians for the Accounts Payable/ Fixed Asset Department.</p> <p>For the FY2019-2020 budget, no funding for additional positions was requested.</p> <p>The current status of the Finance Division's staffing level has been further compromised with the recent retirements of the Chief Deputy Finance Director (Claretha Harris) and Finance Director (Fred Dean) coupled with a significant expectation of loss of institutional knowledge, over the next three years, due to the retirements of four (4) of our six (6) managers, three (3) supervisory staff, and three (3) long-term, vital employees. Recognizing the severity of the situation, the Clerk and Finance leadership embraced a strategic planning process aimed at effectively positioning the office for business continuity and success. In order to effectuate the sustainability plan, this office, respectfully requests funding to support several organizational changes to the Finance Division. The funding request for FY21 includes non-recurring dollars of \$224,000 required to double encumber (allowing for appropriate knowledge sharing and training) five positions that will turnover in the near-term. Additionally, this office requests \$629,420 (salary/benefits/supplies) of recurring budget dollars for five new positions including one Financial Systems Support Manager, two Assistant Finance Managers, 1 Finance Accountant II, and an Office Administrator.</p>
Strategic Goal Area (Primary)	5 - Deliver First Class Services to the Public and Our Customers
Strategy	Select a Strategy
Criteria	It is critical to the success of the organization's mission or has a significant customer service focus.
Operational Improvements	Position the Finance Division with sufficient resources to maintain compliance with the statutory duties of the Clerk.
Fund Name	General Fund
Program Name	PM9850e - Clerk's Finance Division
OMB Analyst	Burley, Lisa
Department Contact	Phillips, Jeanette L
Recurring/Non-Recurring	Recurring
FY21 Requested Funding	\$853,240.00
Budgetary Impact	\$853,240.00
# of FTE Requested	5
Department Status	Under Review
OMB Summary of Request	This request is for 5.0 FTE as a result of the Finance Division's staffing analysis performed by Human Resources in FY17-18 to improve workload management. In addition, the Finance Division plans to double-encumber the positions to ensure a smooth transition of leadership and institutional knowledge from retiring staff for a portion of the fiscal year. The anticipated costs to hire 5.0 FTE and to double encumber positions is \$853,240 for FY21, and \$629,240 recurring each year thereafter.
OMB Status	OMB Status Update
OMB Status Notes	Reviewed. Will update after County Admin meeting or as changes occur.
SPM Notes	N/A
Net General Fund Impact	\$853,240.00
Entered in Hyperion?	No
Created	4/29/2020 14:24
Created By	Seiter, William
FY22	\$629,240.00
FY23	\$629,240.00
FY24	\$629,240.00
FY25	\$629,240.00
FY26	\$629,240.00