

NEW PERSONNEL JUSTIFICATION FORM

Department:

Name of Preparer:

Please attach the following additional documentation to this form:
JOB DESCRIPTION

PERSONNEL DETAIL:		
Fund/Dept/Sub-Dept:	<input type="text" value="001.360.360"/>	
Job Title	Job Classification	Salary Range
Technology Support	Support Staff	55000

LINE ITEM EXPENDITURES:

Line Item	Description	Amount	
40000	Salary and Wages	\$55,000	
45100	FICA/SS (7.65%)	\$4,207.50	
45200	IMRF (7.31%)	\$4,020.50	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (18.62%)	\$0.00	choose IMRF or SLEP - delete amount not applicable
45000	Health	\$26,660	update if a lower amount is more appropriate
45010	Dental	\$681	update if a lower amount is more appropriate
53000	Insurance Liability (1.87%)	\$1,028.50	
53010	Worker's Compensation (2.50%)	\$1,375.00	
53020	Unemployment (0.11%)	\$60.50	
	Other	<input type="text"/>	
	TOTAL	\$93,033	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes No Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

FUND BREAKOUT (IF APPLICABLE):

Fund	% Breakout	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):

please turn over

DESCRIPTION OF POSITION:

(Please include any other pertinent information that is not listed on the attached job description.)

The technological needs of our office have far exceeded the knowledge base of our current staff.

JUSTIFICATION OF POSITION:

As a 50+ person law office handling in excess of 12,000 files annually, while implementing electronic file storage, electronic case management and paperless courtrooms, it is necessary to have at least one staff member to manage our technology needs and goals.

Is this new position a result of a state or federal mandate?

Yes No

(If so, please include the statutory citation.)

See our mandates form. Every function we perform is mandated either at the local, state or federal level.

DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:

paperless courtrooms, multimedia courtroom presentations, management of the new case management system, management of all law firm technology objectives.