

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
Legal Secretary	Support Staff	32,120

LINE ITEM EXPENDITURES:

Line Item	Description	Amount	
40000	Salary and Wages	\$32,120	
45100	FICA/SS (7.65%)	\$2,457.18	
45200	IMRF (7.31%)	\$2,347.97	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%)	\$600.64	
53010	Worker's Compensation (2.50%)	\$803.00	
53020	Unemployment (0.11%)	\$35.33	
	Other	<input type="text"/>	
	TOTAL	\$65,705	

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.)

Currently all legal secretary duties are performed by attorneys, at an hourly rate that far exceeds reasonable pay for a legal secretary. Attorney workloads are far too high for them to be weighted down by support functions in addition to their attorney work.

JUSTIFICATION OF POSITION:

Efficiency of operations require attorneys to have secretaries. We have none.

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:

appropriate budgeting (eliminating paying attorney rates for secretarial work), management of workloads, efficiency of operations, fair trials, system-wide efficiencies and parity.