

Department Proposal for Personnel Addition

TAB through cells to enter data in blue cells.

Hover over each cell to read comment on data entry format.

Budget Year: **2027**
 Department: IT
 Fund / Div / Dept [xx-xx-xx]: 01-51-86

Position Title: IT HelpDesk Technician
 Supervised by: IT Director
 FT or PT: FT
 If PT, # of hours/week:
 # of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant.
 Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade:	140	
Step:	A	
Pay Table Rate:	31.12	Using the 2026 pay table rate
Annual wage:	64,730	
Required benefits:	9,612	SS/Med & WRS
Est of ins premiums:	25,020	2026 premium rates
Compensation estimate:	99,362	
Add'l costs of hire:	2,000	List: Laptop, phone
Savings due to hiring:	28,000	Explain:
Total of Request:	73,362	

Rationale for Need: Explain why the position is necessary.

One FTE has attempted to support 200+ FTE employees through the use of an external IT support firm. 2026: We added a 30% shared-use IT w/ Jefferson Cty along with a HS intern.