

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
03001-0001	03001 - HUMAN RESOURCES/0001 - ADMIN	1	Human Resources Compensation Generalist

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
F-Supported	Supported	An additional Compensation Generalist is needed to help with the growing workload related to new positions, hiring processes and other compensation related job duties.

WHY is this position needed?

The volume and complexity of Compensation work within Human Resources has increased significantly in recent years, exceeding current staffing capacity. Special pays and stipends, driven in part by HB1/SB1 requirements for the Juvenile Department, must be completed each pay period. New hires, transfers, job sits, and position requests have also risen, and continued growth is expected as the County population expands.

YEAR	# OF STIPENDS PROCESSED	# OF SPECIAL UNIT PAYS PROCESSED
FY 2023	1,314	1,016
FY 2024	5,064	1,186
FY 2025	5,291	1,492

HR Compensation Generalists assist hiring managers as needed and review every offer before it is finalized and submitted to the HR Director. This review process can be time-intensive, as offers frequently require multiple revisions to meet compensation, policy, and documentation requirements before they can be finalized.

YEAR	# OF NEW HIRES	% CHANGE	# OF TRANSFERS	% CHANGE	# OF FINALIZED OFFERS	% CHANGE
FY 2021	253		258		473	
FY 2022	340	34	304	18	441	(7)
FY 2023	334	(2)	341	12	632	43
FY 2024	385	15	296	(13)	657	2
FY 2025	461	20	315	11	740	13

Compared to FY 2021, these figures represent an increase of 82 percent for new hires and 22 percent for transfers, with a 56 percent increase in the number of finalized offers.

In recent years, positions requested during the budget process have increased sharply. Each request requires analysis of job title, pay grade, duties, and qualifications, adding significant workload. These requests may also require a job sit which takes substantial time. Like position requests during the budget process, reclassification requests require significant effort and may also require a job sit.

HR Compensation Generalists manage this growth while performing a broad range of responsibilities, including compensation analysis, total rewards, reclassifications, wage calculations and increases, position requests and postings, annual compensation plan updates, CSCD increases, and stipends. They also ensure compliance with County policies and federal regulations, including FLSA and comp time requirements, and assist with payroll processing.

Because the workload exceeds the capacity of a single Compensation Generalist, the Compensation Manager, Michelle Talley, remains directly involved in many operational duties, including regression modeling, reclassifications, new position requests during the budget process, comp ratio analysis, Pay for Performance calculations, wage movement, and sum of the midpoint calculations. In addition to her managerial responsibilities over Civil Service, Administration, and Veteran Services, the time required to manage these high-workload activities significantly limits her availability to support ad hoc projects routinely requested by administration, directors, and elected officials.

In FY 2024, the Commissioners Court approved a Compensation Generalist whose primary responsibility is job descriptions. This Generalist is fully dedicated to conducting job sits and does not have the capacity to assist with other daily Compensation duties, resulting in the remaining workload being absorbed by the only Compensation Generalist and Michelle Talley. To finalize the 358 current position titles in Collin County and update the PeopleSoft posting library with 548 job postings, a job sit must be conducted for each position. Job descriptions must ultimately be finalized by Michelle, but her review is frequently delayed due to the need to complete other high-priority compensation tasks that could be alleviated with an additional Compensation Generalist. These delays illustrate the need for one additional Compensation Generalist to handle operational duties and relieve managerial workload.

Survey and data responsibilities further strain capacity. In FY 2025, Compensation completed 215 surveys, covering over 358 positions. Benchmark surveys included 6,469 entries to be logged and analyzed, an increase of almost 300 entries from FY 2024 (6,075). The benchmark survey typically requires more than five months to complete, with multiple contacts to entities for data. Compensation also reviews grants. While this workload has been reduced since only grants involving HR are now received, each grant review still typically requires two to three hours, depending on complexity, personnel involved, and timing.

The combined demands of surveys, job descriptions, hiring activity, grants, and court-related responsibilities have increased substantially, leaving limited capacity to absorb additional work without further support. Approval of the requested positions is necessary to maintain accuracy, compliance, and timely processing across all compensation functions. These positions will also allow tasks currently handled by Michelle that should fall to a Generalist to be reassigned, enabling Michelle to focus on her managerial responsibilities. Without additional staff, workload bottlenecks will persist, increasing the risk of errors, delays, and reduced service to the County.

If one or more of the requested positions are approved, relocation of two current employees to available space on the third floor of the Administration building may be necessary. Approval of all four requested positions would require the relocation to accommodate office space needs.

HOW will this position benefit your office and/or the County?

Adding a Compensation Generalist will ensure the County can manage its growing workload accurately and efficiently. The position will support timely processing of special pays, stipends, and wage adjustments, maintain compliance with County policies and federal regulations, and reduce the risk of payroll errors.

The role will allow the department to keep up with surveys, benchmark analyses, and reporting requirements, ensuring management and Commissioners Court receive accurate data for informed decisions. It will also improve job analyses, job sits, and job description updates, supporting hiring, transfers, grant applications, and compliance while reducing backlog.

With this additional capacity, the department can respond more effectively to new hires, transfers, budget requests, and grant-funded positions, ensuring processes are completed accurately and on time. Overall, the Compensation Generalist will strengthen departmental operations, reduce reliance on a single staff member, and help the County maintain efficient, compliant, and reliable compensation processes that benefit both employees and the organization.

Is there statutory authority for this request?	Will this generate revenue?	If Yes, potential amount?
No	No	

Job Duties of NEW Position

The Compensation Generalist will manage employee compensation for the County, including processing special pays, stipends, wage adjustments, and Pay for Performance and Non-Pay for Performance wage calculations. They will conduct compensation analyses, regression modeling, and midpoint and comp-ratio calculations, evaluate new positions and reclassifications, and ensure compliance with County policies and federal regulations, including FLSA and comp time rules. They will coordinate and complete all compensation-related surveys, developing templates, collecting data from multiple entities, logging and analyzing entries, and producing reports to support management and Commissioners Court decisions. They will assist as needed with conducting job analyses and job sits to develop and maintain accurate job descriptions and postings. This includes scheduling with department heads and incumbents, reviewing questionnaires, observing duties, documenting physical and mental demands, drafting descriptions, and updating the PeopleSoft posting library. They will support hiring and transfer processes by reviewing position requests, completing system requirements, calculating offer amounts, and coordinating with departments to update employee records. They will assist with budget preparation, analyze market data for new positions, and provide information for Commissioners Court agenda items. They will review grant applications to determine personnel needs, coordinate benchmark surveys, complete benefits calculations, prepare agenda items, and communicate with the Auditor's Office, Budget, and other departments throughout the process. They will monitor policy compliance, review Commissioners Court meetings to track approvals affecting compensation, maintain records and databases, prepare reports and summaries for management, support departmental projects, and provide guidance to departments and employees on compensation-related matters.

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title		
03001-0001	03001 - HUMAN RESOURCES/0001 - ADMIN	1	Human Resources Compensation Generalist		

NEW POSITION(S) REQUEST											
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount	
Human Resources Generalist	1	538	Full-Time	\$71,775.00	\$107,756.00	\$71,775.00	Human Resources/538	\$107,756.00	1	\$107,756.00	
Requested NEW Position(s) Subtotal:					\$107,756.00	CORRECTED New Position(s) Subtotal:					\$107,756.00
								SUPPORTED New Position(s) Subtotal:			\$107,756.00

TRAINING INCREASE REQUESTS									
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Supported Amount	FY 2027 Supported Quantity	FY 2027 Supported Total	
Human Resources Generalist	Comp classes to include regression analysis	\$2,000.00	1	\$2,000.00		\$2,000.00	1	\$2,000.00	
Training Requested Subtotal:							Supported Training Subtotal:		\$2,000.00

*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):					
Account Description	Details	Amount Requested	Budget Dept. Comments	Supported Amount	
Office Supplies - 615101	Office Supplies	\$300.00		\$300.00	
Trav Reimb - 604901	Mileage Reimbursement when travel is needed	\$200.00		\$200.00	
M&O Requested Subtotal:				Supported M&O Subtotal:	\$500.00

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)											
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommend Amount	
Computer - Laptop	New	1	HR Generalist	\$2,781.00	\$2,781.00	\$5,118.00	Computer - Enhanced Laptop	1	\$5,118.00	\$0.00	
Software - EA	New	1	HR Generalist	\$624.00	\$624.00	\$624.00	Software - EA	1	\$624.00	\$0.00	
Phone - Employee Desk Phone	New	1	HR Generalist	\$597.00	\$597.00	\$597.00	Phone - Employee Desk Phone	1	\$597.00	\$0.00	
Scanner - Top Feed	New	1	HR Generalist	\$999.00	\$999.00	\$999.00	Scanner - Top Feed	1	\$999.00	\$0.00	
Adobe	New	1	HR Generalist		\$0.00	\$130.00	Software - Adobe Pro	1	\$130.00	\$0.00	
Cubicle Package	New	1	HR Generalist	\$14,000.00	\$14,000.00	\$14,000.00	Cubicle Package	1	\$14,000.00	\$0.00	
Desk Chair	New	1	HR Generalist	\$435.00	\$435.00	\$435.00	Chair - Employee	1	\$435.00	\$0.00	
Guest Chair	New	1	HR Generalist	\$257.00	\$257.00	\$257.00	Chair - Guest	1	\$257.00	\$0.00	
Estimated Requested Equipment Subtotal:					\$19,693.00	Supported Equipment Subtotal:					\$22,160.00
Total Estimated Department Request:					\$129,949.00	Updated Total Department Request:					\$132,416.00
SUPPORTED Total Department Request Utilizing FY 2027 Funds:								\$132,416.00			
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:								\$0.00			

Notes to Purchasing Department (part numbers, equipment specifications, where you found the item, etc.)

ANALYSIS					
Q & A Discussions with Department					
Sent To:	Date Sent	Due	Comment	Date Received	Responder's Name
Erica Johnson	3/30/2026	Due 4/13/26		3/31/2026	Erica Johnson
Questions TO Department			Response From Department		
Does this position need an enhanced laptop?			Yes. This position requires an enhanced laptop because it regularly handles large data sets and runs multiple programs and spreadsheets simultaneously.		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program			Priority #	Department Improvement Title		
03001-0001	03001 - HUMAN RESOURCES/0001 - ADMIN			1	Human Resources Compensation Generalist		
Statistical Analysis							
STATISTICS RELATED TO NEW POSITION REQUEST							
# OF NEW HIRES							
Fiscal Year	# of New Hires	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	202	1	202				
FY 2019	262	1	262	29.7%			
FY 2020	311	1	311	18.7%			
FY 2021	240	1	240	-22.8%			
FY 2022	332	1	332	38.3%			
FY 2023	317	1	317	-4.5%			
FY 2024	347	2	174	-45.3%			
FY 2025	395	2	198	13.8%			
FY 2026 as of 2nd Quarter	230	2	115				
FY 2026 Year-End Estimate	460	2	230	16.5%			
Fiscal Year	# of New Hires	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	474	1	3	158	-31.3%	3.0%	
Fiscal Year	# of New Hires	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	
FY 2027 Estimate Recommended	474	1	3	158	-31.3%		
# OF COMPENSATION SURVEYS COMPLETED							
Fiscal Year	# of Surveys Completed	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	136	1	136				
FY 2019	144	1	144	5.9%			
FY 2020	206	1	206	43.1%			
FY 2021	237	1	237	15.0%			
FY 2022	231	1	231	-2.5%			
FY 2023	262	1	262	13.4%			
FY 2024	267	2	134	-49.0%			
FY 2025	215	2	108	-19.5%			
FY 2026 as of 2nd Quarter	93	2	46.5				
FY 2026 Year-End Estimate	186	2	93	-13.5%			
Fiscal Year	# of Surveys Completed	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	192	1	3	64	-31.3%	3.0%	
Fiscal Year	# of Surveys Completed	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	
FY 2027 Estimate Recommended	192	1	3	64	-31.3%		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
03001-0001	03001 - HUMAN RESOURCES/0001 - ADMIN	2	Office Coordinator

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
F-Supported	Supported	Office Coordinator is needed to manage administrative duties within the HR office. Currently an HR Manager is overseeing these operations and it is causing a strain on their ability to complete their primary duties.

WHY is this position needed?

In the Human Resources Administrative group, we currently have two HR Assistants who work at the front desk. While these positions may be considered the first step of employment in the HR office, they are far more complex than traditional front desk roles. The proposed Office Coordinator position would serve as the direct supervisor for the two HR Assistants. These Assistants manage a full HR workload while handling constant interruptions from phone calls and walk-ins. They handle I-9 processing, onboarding, new hire and termination entries, open record requests, posting of jobs, retirement plaques, credit checks, background checks, badges for employees and non-employees, driving record checks, verifications of employment, notary duties for the public and employees, applicant testing, and assisting hiring managers with the recruitment process. New hires must catch on quickly and perform accurately, as the volume and complexity of the work are high and there is little room for error.

While many of these tasks may appear transactional, they often require significantly more time than expected. Frequently, the HR Assistants do not receive all the necessary information on the first request, which requires follow-up with the employee, applicant, or other departments, sometimes multiple times. Even tasks that might take only 10 minutes in theory can accumulate into a substantial time burden because of the high volume of requests and the repeated back-and-forth. This workload, combined with constant interruptions, makes it difficult for front desk staff to complete all tasks efficiently without consistent supervision. The cumulative complexity and volume of these tasks demonstrate the need for dedicated oversight.

The Office Coordinator would be responsible for day-to-day management and oversight, work prioritization, training, quality control, and administrative coordination of operations, allowing the current manager Michelle Talley to focus on higher-level HR responsibilities and escalated issues rather than daily staff management and front desk duties. As noted above, the duties of HR Assistants can take several days or even weeks to complete, and these positions require continuous oversight.

The volume of work these Assistants handle has been steadily increasing. This growth also results in more onboarding appointments, driving record checks, logged FPCAs and POPPs, files, I-9s, applications, badges, and other administrative tasks, adding significant workload to these positions.

YEAR	WALK-INS	NEW HIRE/REHIRE ENTRIES	# OF JOBS POSTED
FY 2024	2,034	352	382
FY 2025	2,927	411	373
FY 2026 (Q1)	1,036	162	124

At this pace, HR visits for FY 2026 are projected to exceed 4,100. With approximately 141 new hires projected, I-9 processing alone carries significant compliance risk, and even minor errors can result in federal penalties ranging from \$288 to \$2,861 per form. A dedicated Office Coordinator would provide day-to-day supervision and audit critical administrative tasks, including I-9s, ensuring accuracy and compliance.

In addition to these operational responsibilities, the HR Assistants handle most of the department's financial activities. They oversee 25 blanket purchase orders, including Office Depot for four different accounts, enter all requisitions, employee expenses, travel and training requests, check requests, and reconcile all purchase card transactions. In total, the Assistants manage accounts totaling \$5,021,697. These financial tasks, which involve working in the complex MUNIS system, are better suited to an Office Coordinator than to a front desk position. These duties require careful attention and coordination, underscoring the need for dedicated oversight.

HR Assistants also handle over 3,000 personnel files housed in our office and an additional 3,000 I-9 documents. Each has distinct retention and storage requirements, demanding careful organization and strict compliance. Managing these files adds a significant administrative burden on top of other duties. A dedicated Office Coordinator would ensure consistent supervision, proper workflow coordination, and accurate recordkeeping for these files, maintaining compliance and reducing risk.

Currently, Michelle Talley is also the Manager of Compensation, Civil Service, and Veterans Services. In addition to supervising the Assistants, Michelle manages a wide range of complex HR functions. These include preparing compensation information for the Director to present to Commissioners Court and County officials, performing in-depth compensation analyses, reviewing and approving job descriptions, managing Civil Service functions, overseeing Veterans Services, managing grant responsibilities, monitoring HR compliance and policy updates, managing office projects and construction, overseeing nepotism determinations, maintaining budget reporting, and other essential HR responsibilities.

Given the scope and complexity of Michelle's responsibilities across Compensation, Civil Service, and Veterans Services, she cannot consistently dedicate the time needed to supervise, train, and support HR Assistants. Many administrative functions, including Munis approvals, expenditure monitoring, record retention, state reporting, open records requests, and badge reissuance, remain part of her workload as the front desk supervisor. These responsibilities compete with higher-priority, in-depth work in her other areas, creating gaps in front-desk guidance, increasing operational risk, and underscoring the need for a dedicated Office Coordinator. Our office needs a position focused on hands-on supervision of the HR Assistant's work, coordination of front-office tasks, and management of the department's current workload. While this role previously existed and was later converted to a different position, the current structure does not provide sufficient dedicated oversight. Reestablishing the Office Manager role is essential to prevent operational gaps and mitigate potential risks in the HR department.

Additionally, because HR Assistants are typically filled by employees new to the HR function, turnover is naturally high, creating a constant need for training and oversight. Without a dedicated Office Coordinator, Michelle cannot sustain the focused supervision required to ensure accuracy and compliance. The Coordinator will provide continuity and knowledge retention to mitigate the impact of turnover and maintain operational efficiency.

While supervision of the HR Assistants and the administrative duties performed by Michelle could be reassigned in theory, doing so would not resolve the core issue. All other HR managers are at capacity with their own departmental oversight, projects, and priorities, and cannot provide the consistent supervision the HR Assistants require. At the same time, the administrative tasks that Michelle handles are managerial in nature and cannot be absorbed by the HR Assistants, who are already at capacity. No one on the team has the time to both perform these managerial tasks and be consistently available to support the front desk staff, therefore the Office Coordinator is needed.

Given the projected workload, compliance risk, and the administrative burden on both HR Assistants and Michelle, the addition of a dedicated Office Coordinator is necessary to maintain efficiency, accuracy, and departmental compliance. This role is not simply a front desk position; it is a critical administrative support function that enables both the front desk and high-level HR operations to function effectively, providing continuity, reducing the training burden, and ensuring tasks are completed accurately while allowing Michelle to focus on her high-priority HR responsibilities.

If one or more of the requested positions are approved, relocation of two current employees to available space on the third floor of the Administration building may be necessary. Approval of all four requested positions would require the relocation to accommodate office space needs.

HOW will this position benefit your office and/or the County?

Creating the HR Office Coordinator position will provide dedicated managerial oversight of the HR Assistants' administrative work, ensuring operations at the front desk are accurate, timely, and compliant. This role will provide consistent training and supervision for HR support staff and free Michelle to focus on Compensation, Civil Service, Veterans Services, and other high-level HR priorities. By improving efficiency, maintaining compliance, and supporting continuity and stability, the Office Coordinator will also help ensure that County employees and citizens are served more effectively and reliably.

Is there statutory authority for this request?	No	Will this generate revenue?	No	If Yes, potential amount?

Job Duties of NEW Position

The Office Coordinator will manage HR administrative operations, including supervising administrative staff, providing hiring support, training, establishing deadlines and priorities, monitoring completion of duties, setting performance goals, approving PTO, reviewing timesheets, and resolving routine staff and office issues. They will audit HR administrative work to correct inaccuracies, errors, or delays. They will coordinate and ensure completion of annual compliance-driven projects, such as employee and non-employee badge reissuance, I-9 audits, and annual driving record checks. They will assist with monitoring the HR budget by reviewing and approving invoices, payments, purchases, and reconciliations, and preparing expenditure and financial reports. They will process and approve transactions in Munis, including travel and training requests, employee expenses, estimated expenditures, check requests, and P-Card reconciliations. They will manage contracts, renewals, RFPs, and coordinate with vendors and the Purchasing Department, including oversight of P-Card documentation, compliance, and training. They will ensure the timely processing of memberships, subscriptions, service awards, supplies, and central supply orders. They will coordinate records retention and compliance for physical files and Laserfiche in accordance with state retention schedules and assist with open records requests. They will research and review regulatory and legal updates related to I-9 documentation, onboarding practices, purchasing rules, and other HR compliance requirements, ensuring all required state reporting is completed accurately and on time. They will coordinate new hire setup, HR technology, badge systems, and office equipment with IT, Facilities, and Purchasing, tracking work orders through to completion and ensuring badge equipment remains operational. They will place and monitor items on Commissioners Court agendas via e-Agenda, ensuring required documentation is submitted accurately and on time, and follow up on any necessary actions from court meetings. They will respond to staff inquiries, escalate issues HR leadership as appropriate, and communicate operational trends and issues. They will plan and schedule all HR events and serve as a Notary Public.

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title							
03001-0001	03001 - HUMAN RESOURCES/0001 - ADMIN	2	Office Coordinator							

NEW POSITION(S) REQUEST										
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount
Office Coordinator	1	537	Full-Time	\$66,304.00	\$101,290.00	\$66,304.00	Office Coordinator / 537	\$101,290.00	1	\$101,290.00
Requested NEW Position(s) Subtotal:					\$101,290.00	CORRECTED New Position(s) Subtotal:			\$101,290.00	

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):				
Account Description	Details	Amount Requested	Budget Dept. Comments	Supported Amount
Office Supplies - 615101	Office Supplies	\$300.00		\$300.00
Trav Reimb - 604901	Mileage Reimbursement when travel is needed	\$200.00		\$200.00
M&O Requested Subtotal:		\$500.00		Supported M&O Subtotal: \$500.00

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommend Amount
Computer - Enhanced Laptop	New	1	Office Coordinator	\$2,781.00	\$2,781.00	\$5,118.00	Computer - Enhanced Laptop	1	\$5,118.00	\$0.00
Software - EA	New	1	Office Coordinator	\$624.00	\$624.00	\$624.00	Software - EA	1	\$624.00	\$0.00
Phone - Employee Desk Phone	New	1	Office Coordinator	\$597.00	\$597.00	\$597.00	Phone - Employee Desk Phone	1	\$597.00	\$0.00
Scanner - Top Feed	New	1	Office Coordinator	\$999.00	\$999.00	\$999.00	Scanner - Top Feed	1	\$999.00	\$0.00
Adobe	New	1	Office Coordinator		\$0.00	\$130.00	Software - Adobe Pro	1	\$130.00	\$0.00
Small Desk	New	1	Office Coordinator		\$0.00	\$973.00	Desk - Small	1	\$973.00	\$0.00
Desk Chair	New	1	Office Coordinator	\$435.00	\$435.00	\$435.00	Chair - Employee	1	\$435.00	\$0.00
Cubicle Package	New	1	Office Coordinator	\$14,000.00	\$14,000.00	\$14,000.00	Cubicle Package	1	\$14,000.00	\$0.00
Guest Chair	New	1	Office Coordinator	\$257.00	\$257.00	\$257.00	Chair - Guest	1	\$257.00	\$0.00
Estimated Requested Equipment Subtotal:					\$19,693.00	Supported Equipment Subtotal:			\$23,133.00	\$0.00
Total Estimated Department Request:					\$121,483.00	Updated Total Department Request:			\$124,923.00	
						SUPPORTED Total Department Request Utilizing FY 2027 Funds:			\$124,923.00	
						RECOMMENDED Total Department Request Utilizing FY 2026 Funds:			\$0.00	

Notes to Purchasing Department (part numbers, equipment specifications, where you found the item, etc.)

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
03001-0001	03001 - HUMAN RESOURCES/0001 - ADMIN	2	Office Coordinator

ANALYSIS

Q & A Discussions with Department

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Erica Johnson	3/30/2026	Due 4/13/26	3/31/2026	Erica Johnson	

Questions TO Department	Response From Department																																																																																																																																																																																																																																																																																																																						
You are projecting a large increase in walk-in traffic. Can you tell me what seems to be the biggest contributor? I know you have sign in sheets that track the reasons for visits. Do you compile these into statistics to be able to see the breakdown by year, month or etc? If so can you send me your stats on your sign-in sheets?	Overall, HR/walk-in visits have increased across almost all service categories. The largest contributors to this growth are Badge processing and Typing Tests. Badge visits reflect the growing number of employees, while Typing Tests align with higher onboarding and hiring activity. Below is the information we have available. FY2026 <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <th>Visits to HR/Walk-Ins: (Total for office)</th><th>Oct</th><th>Nov</th><th>Dec</th><th>Jan</th><th>Feb</th><th>Total</th></tr> <tr><td>Badge</td><td>48</td><td>26</td><td>42</td><td>36</td><td>83</td><td>235</td></tr> <tr><td>Benefits</td><td>24</td><td>14</td><td>36</td><td>15</td><td>6</td><td>95</td></tr> <tr><td>On-Boarding/ Paperwork</td><td>34</td><td>23</td><td>36</td><td>27</td><td>39</td><td>159</td></tr> <tr><td>Orientation</td><td>30</td><td>13</td><td>42</td><td>26</td><td>17</td><td>128</td></tr> <tr><td>Payroll</td><td>15</td><td>5</td><td>12</td><td>8</td><td>6</td><td>46</td></tr> <tr><td>Typing Test</td><td>172</td><td>138</td><td>73</td><td>123</td><td>105</td><td>611</td></tr> <tr><td>Other</td><td>102</td><td>58</td><td>67</td><td>90</td><td>114</td><td>431</td></tr> <tr><td>Computer use</td><td>12</td><td>6</td><td>8</td><td>8</td><td>11</td><td>45</td></tr> <tr style="background-color: #d1c4e9;"><td>Total HR/Walk-Ins</td><td>437</td><td>283</td><td>316</td><td>333</td><td>381</td><td>1750</td></tr> </table> FY2025 <table border="1" style="width: 100%; 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border-collapse: collapse; font-size: 0.8em;"> <tr> <th>Visits to HR/Walk-Ins: (Total for office)</th><th>Jan</th><th>Feb</th><th>March</th><th>Apr</th><th>May</th><th>June</th><th>July</th><th>Aug</th><th>Sept</th><th>Total</th></tr> <tr><td>Badge</td><td>23</td><td>32</td><td>41</td><td>55</td><td>56</td><td>47</td><td>41</td><td>35</td><td>39</td><td>369</td></tr> <tr><td>Benefits</td><td>9</td><td>7</td><td>7</td><td>8</td><td>10</td><td>14</td><td>12</td><td>15</td><td>11</td><td>93</td></tr> <tr><td>On-Boarding/ Paperwork</td><td>19</td><td>19</td><td>17</td><td>19</td><td>20</td><td>23</td><td>30</td><td>14</td><td>25</td><td>186</td></tr> <tr><td>Orientation</td><td>20</td><td>22</td><td>29</td><td>28</td><td>26</td><td>24</td><td>25</td><td>11</td><td>22</td><td>207</td></tr> <tr><td>Payroll</td><td>3</td><td>4</td><td>3</td><td>2</td><td>8</td><td>8</td><td>6</td><td>6</td><td>0</td><td>40</td></tr> <tr><td>Typing Test</td><td>55</td><td>67</td><td>62</td><td>66</td><td>49</td><td>39</td><td>73</td><td>106</td><td>74</td><td>591</td></tr> <tr><td>Other</td><td>49</td><td>67</td><td>41</td><td>69</td><td>53</td><td>45</td><td>58</td><td>59</td><td>45</td><td>486</td></tr> <tr><td>Computer use</td><td>3</td><td>6</td><td>6</td><td>8</td><td>3</td><td>14</td><td>4</td><td>12</td><td>6</td><td>62</td></tr> <tr style="background-color: #d1c4e9;"><td>Total HR/Walk-Ins</td><td>181</td><td>224</td><td>206</td><td>255</td><td>225</td><td>214</td><td>249</td><td>258</td><td>222</td><td>2034</td></tr> </table>	Visits to HR/Walk-Ins: (Total for office)	Oct	Nov	Dec	Jan	Feb	Total	Badge	48	26	42	36	83	235	Benefits	24	14	36	15	6	95	On-Boarding/ Paperwork	34	23	36	27	39	159	Orientation	30	13	42	26	17	128	Payroll	15	5	12	8	6	46	Typing Test	172	138	73	123	105	611	Other	102	58	67	90	114	431	Computer use	12	6	8	8	11	45	Total HR/Walk-Ins	437	283	316	333	381	1750	Visits to HR/Walk-Ins: (Total for office)	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June	July	Aug	Total	Badge	51	22	45	109	68	46	30	46	63	28	56	564	Benefits	18	19	23	21	13	8	10	10	11	8	9	150	On-Boarding/ Paperwork	45	29	16	26	28	43	16	23	30	34	21	311	Orientation	52	21	27	41	31	43	28	23	24	31	19	340	Payroll	14	5	5	7	3	3	3	2	6	5	7	60	Typing Test	81	64	79	75	126	105	63	68	90	83	87	921	Other	46	41	45	47	29	47	45	37	47	50	49	483	Computer use	20	7	8	6	5	7	4	13	12	10	6	98	Total HR/Walk-Ins	327	208	248	332	303	302	199	222	283	249	254	2927	Visits to HR/Walk-Ins: (Total for office)	Jan	Feb	March	Apr	May	June	July	Aug	Sept	Total	Badge	23	32	41	55	56	47	41	35	39	369	Benefits	9	7	7	8	10	14	12	15	11	93	On-Boarding/ Paperwork	19	19	17	19	20	23	30	14	25	186	Orientation	20	22	29	28	26	24	25	11	22	207	Payroll	3	4	3	2	8	8	6	6	0	40	Typing Test	55	67	62	66	49	39	73	106	74	591	Other	49	67	41	69	53	45	58	59	45	486	Computer use	3	6	6	8	3	14	4	12	6	62	Total HR/Walk-Ins	181	224	206	255	225	214	249	258	222	2034
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Will this position need any training? I did not see any funds requested for Education & Conference.	No additional training money is needed.																																																																																																																																																																																																																																																																																																																						