



Superior Court of Arizona
Pinal County
Court Administration

Todd D. Zweig
Court Administrator

Date: December 23, 2020
To: Leo Lew, Interim County Manager
Angie Woods, Budget Director
MaryEllen Sheppard, Human Resources Director
From: Todd D. Zweig, Superior Court Administrator
Subject: Position and Budget Modification – Superior Court Administration

We are seeking to eliminate our vacant Financial Manager position #5575 and create a Budget Analyst position in its place. The Financial Manager position has proven to be very difficult to recruit and we feel that a Budget Analyst will satisfy the financial management needs of the Superior Court.

An example of the Budget Analyst's responsibilities will include:

- Develop the Annual Budget for adoption and make presentations to the Board of Supervisors.
- Implement policies and procedures related to financial management.
- Monitor budgeting for all funds and superior court departments.
- Assist with the development of the annual budget document, compose narratives, graphs, charts, tables, and schedules and compile and present information that includes both financial and performance information.
- Develop and process budget amendments, implement budget revisions if there is a significant change in forecast, reallocations, monitor revenues and expenditures, analyze variances, and enforce budget policies and procedures.
- May manage and/or train staff relative to budgeting and financial management.
- Review and/or preparing reports to present to management.
- Perform other related duties as required.

Our request is for the elimination of the Financial Manager position and the creation of a Budget Analyst.

Position to be eliminated Fund 10 Cost Center 2600209

	<u>Salary</u>	<u>Ere's</u>	<u>Total</u>
Financial Manager (#5575)	\$81,735.68	\$16090	\$97,825.68

Position to be created in Fund 10 Cost Center 2600209

	<u>Salary</u>	<u>Ere's</u>	<u>Total</u>
Budget Analyst	\$68,364.00	\$13,750	\$82,114.00

We have budgeted the position up to midpoint. If, after filling the position, there are any remaining funds, we are requesting they be retained in the Pinal County Superior Court - Personnel/ERE Budget in Fund 10 Cost Center 2600209.

Thank you for your consideration.