Budget Request Form FY2013

Department should complete one form for each individual request

Department: Information Technology

Program, Service, or Operation Requested
Graphics Designer Reclassify to Database Administrator

SSFAB Use Only	
YES	NO

General Description:
DoIT would like to reclassify our Graphics Designer position, a position previously funded by SSFAB, to a Database Administrator position. This position is more aligned with the needs of the division. Graphics design work has decreased in the last few years due to the creation of multiple Communications Specialist positions within the Division. Database administration is a critical need for Division IT.

Request Type: ☒ Full   ☐ Increase   ☐ One-Time   ☒ Partial/Matching

General Questions:
How does this increase impact students, and what motivated this request (needs, strategic planning, etc.)?
The acquisition of a Database Administrator will allow DoIT to provide better service to all Division departments who use databases. Graphic Design work that was previously done by this employee has been taken up by the various departments. DoIT saw the need in 2007 to fill this function for the Division, but the intervening years have seen a reduction in demand. The Database Administrator position has a higher salary than the Graphics Designer position due to the nature of the work. DoIT will provide the funds to make up the difference.

How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.
Not applicable – no funding is being requested.

Generally, what assessment tools will you use to evaluate this program/service?
DoIT is undergoing Comprehensive Program Review at the moment. All positions and services, including this one would undergo assessment as a result of this program.

Funding Description:

	Dollar Amount
Total Estimated Cost	
Graphics Designer Reclassify to Database Administrator	$0.00
Less Estimated Partial/Matching Funds (if applicable)	-$10,000.00
TOTAL SSFAB INCREASE REQUEST	**$0.00**

SSFAB Comments/Notes: