

V. ORGANIZATION: TABLE 12

LIST OF

PROGRAM FTE AND EXPENDITURES

KEY FUNCTIONS/STRATEGY Attachment C	# of Budgeted FTE (Latest Fiscal Year)	# of Actual FTE as of 2.29.16 (latest fiscal year)	Actual Expenditures as of 2.29.16
<p>Michael Whiting-BUS OPS SPEC-A: Board Administrator - Monitors and enacts all Board initiatives set forth in all meetings or committees. Gathers all information requested by the Board and also keeps the Board Office functioning on a daily basis. Monitors all budgets to ensure all requirements and needs are met. Responds to public questions and concerns and is the liaison between the public and the Board itself. Provides meeting support to ensure all OMA and ULA standards are met during licensure, meetings and compliance.</p>	0.07	0.07	
<p>Dona Tafoya-COURT, MUNCI/LIC CLK-A: Licensing Specialist - Review, process and issue new and renewal license applications, compose letters, forms and documents; database entry, run queries, reports; merge and maintenance; answer phones. Assist call center and receptionist on bi-weekly basis. Record and inventory management. Archive applications and other important documentation. Maintain filing systems, scan board documents into licensing system.</p>	0.05	0.05	
<p>Tamara Neville-COURT, MUNCI/LIC CLK-A: Licensing Specialist - Review, process and issue new and renewal license applications, compose letters, forms and documents; database entry, run queries, reports; merge and maintenance; answer phones. Assist call center and receptionist on bi-weekly basis. Record and inventory management. Archive applications and other important documentation. Maintain filing systems, scan board documents into licensing system.</p>		0.02	
<p>Cynthia Graystone-BUS OPS SPEC-A: Board Administrator - Monitors and enacts all Board initiatives set forth in all meetings or committees. Gathers all information requested by the Board and also keeps the Board Office functioning on a daily basis. Monitors all budgets to ensure all requirements and needs are met. Responds to public questions and concerns and is the liaison between the public and the Board itself. Provides meeting support to ensure all OMA and ULA standards are met during licensure, meetings and compliance.</p>		0.01	
<p>TOTAL</p>	0.12	0.15	\$ 2,469.87