

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Commerce **Division:** Industrial Commission

Budget Code: 1460 **Center Title:** Industrial Commission **Center Number:** 1831

***** Position Information *****

Proposed Classification: Office Assistant IV **Proposed Salary Grade:** 59

Salary Range: \$ 20,576- \$30,839 **Proposed Effective Date:** 2 / 1 / 04

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 8,239,697	\$ 26,161
Receipts	<u>2,847,484</u>	<u>26,161</u>
Appropriation	\$ 5,392,213	\$ 0

Funding Source(s): 14600,1831, 435900058 The Commission requests that these positions be receipt supported from collected fees for Hearings and Approval of Compromise Settlement Agreements. The Commission anticipates that collection of fees will again this year exceed budgeted revenue and be adequate to cover the above positions.

The Executive Secretary Section acts in quasi-judicial capacity, with responsibilities or ruling and issuing orders on various motions, approving settlement agreements, issuing orders for third party settlements, ruling on attorney fees and conducting informal conferences between employers and employees to determine if a defendant's request for termination of benefits is justified. The number of compromise settlement agreements approved each month is over 800. Over the past year the number of compromise settlement agreements received for review increased from 9,000 to 10,000. There are five support staff. One supports the Executive Secretary directly and the others support the three special deputy commissioners. With the increase of agreements as well as other duties assigned to each individual, a temporary employee has been used to fax the compromise agreements out and assist with other secretarial duties as needed. A permanent position will eliminate the use of a temporary employee and also allow the Executive Secretary to distribute the work flow more evenly throughout the section.

The purpose of this position is to process incoming mail to Executive Secretary's Office, perform initial steps of the Form 18M application process, send out orders on compromise settlement agreements, third party distribution orders, administrative orders and various telephone duties.

This position requires performing duties for persons other than the immediate supervisor on a regular basis. This position will also assist special deputy commissioners who hold informal conferences between employers and employees. Sudden changes in the working environment do not often occur.

Statutory Reference for Request GS 97-80 gives the Commission authority to collect fees and costs.

Robin D. Pasquarello
Person Making Presentation

Denise Sessoms, Asst. Sec.

Chief Fiscal Officer
Title

State Budget Office