

**Marshall County**  
**ORGANIZATIONAL CHANGE WORKSHEET**

**DEPARTMENT:** County Attorney **FISCAL YEAR:** FY23-24

**Description of Position**

**POSITION TITLE:** Assistant County Attorney (two positions)

**NAME OF EMPLOYEE:** Kiyoko Kieffer & Luke Hansen

**GRADE:**

**FULL-TIME:**                      **PART-TIME:**

**EXEMPT:**                      **NON-EXEMPT:**

**Type of Change**

<b>INCREASE ABOVE \$</b>	<input checked="" type="checkbox"/>
<b>CREATE</b>	<input type="checkbox"/>
<b>ABOLISH</b>	<input type="checkbox"/>
<b>TRANSFER</b>	<input type="checkbox"/>
<b>UPGRADE</b>	<input type="checkbox"/>

**DATE OF REQUESTED CHANGE TO TAKE PLACE:** 3/1/2023

**FROM: TITLE                      WAGE                      GRADE**

**TO: TITLE                      WAGE                      GRADE**

**JUSTIFICATION**

I am requesting a salary increase for both Kiyoko Kieffer and Luke Hansen.

For Kiyoko, I am requesting a \$5,000 increase in her salary effective 3/1/2023. Aside from serving Marshall County for over ten years, Kiyoko has prosecuted an increasing number of felony offenses in the past 1.5 years, has increased her involvement in community outreach activities, has increased the number of trials she has prosecuted, and has given an increasing amount of time outside of regular work hours to keep pace with the demands of her caseload.

For Luke, I am requesting a \$3,500 increase in his salary effective 3/1/2023. Luke will have served Marshall County for ten years as of April 1st. Luke has also prosecuted an increasing number of felony offenses in the past 1.5 years and shouldered an increased caseload in juvenile court (delinquencies, child in need of assistance cases, and termination of parental rights cases).

With former ACA Kathryn Austin's salary coming off the county payroll already (and because the vacancy has not yet been filled) and with former ACA Sarah Tupper's salary due to come off the county payroll, this increase in Kiyoko's and Luke's salaries can provide a much needed increase without a detrimental impact to the current FY22-23 budget.

**COSTS**

**ADDED FY SALARY REQUESTED:**

**ADDITIONAL EQUIPMENT OR FIXED COSTS:**

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- TO BE COMPLETED BY AUDITOR'S OFFICE SUBJECT TO ADOPTION OF BUDGET BY MARCH 15
- **IPERS, SS, HEALTH & OTHER BENEFIT COSTS:** \_\_\_\_\_
- **TOTAL AMOUNT APPROVED BY BOARD OF SUPERVISORS:** \_\_\_\_\_