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Current Request for 7 FTE:

- Budget Analyst
- Grant Accountant
- Paralegal
- Executive Staff
- Program Administrative Staff
- Software Developer
- IT System Support

Budget Analyst: The Budget Analyst position is critical to providing comprehensive fiscal oversight and support to program and accounting staff across the agency. This position will be responsible for conducting regular and detailed reviews of federal program budgets, ensuring that funds are allocated efficiently and aligned with program objectives. The Budget Analyst will also conduct in-depth analyses of spending patterns, trends, and financial projections, helping to identify areas for cost savings, optimization, and financial forecasting. With OPI managing a diverse array of federal and state funding, this position will enhance the agency's fiscal management by ensuring that budget adjustments, compliance, and reporting are done in a timely and accurate manner. Furthermore, the Budget Analyst will assist in the review of General Fund budgets, an area that currently lacks dedicated budget support. As OPI continues to receive increasing levels of funding, this position is essential for maintaining transparency, accountability, and effective financial management across the agency.

Grant Accountant: OPI previously employed four full-time grant accountants to manage the agency's grant-funded programs. However, in recent years, one of these positions was removed and repurposed, creating a substantial gap in the support available to schools and program staff. With the growing volume of grants and the increasing complexity of financial reporting requirements, restoring the Grant Accountant position is essential for maintaining the accuracy, efficiency, and responsiveness of the accounting department. This position will be responsible for overseeing a smaller, more manageable portfolio of grants, ensuring compliance with federal and state regulations, and providing technical assistance to program staff and school districts. Grant accountants will assist in the preparation and submission of financial reports, manage fund allocations, and review financial transactions and account coding. The addition of this role will enable accounting staff to respond more promptly to inquiries, reduce the backlog of fiscal tasks, and ensure more direct support for schools and program staff, ultimately improving the timeliness and quality of financial services across OPI's grant programs.

Paralegal: The reinstatement of a paralegal position at OPI will be pivotal in supporting the legal department's work, particularly in areas requiring administrative expertise. This position will be responsible for managing and organizing legal documents, maintaining records, and

handling routine correspondence that does not require the intervention of an attorney. By streamlining administrative functions, the paralegal will allow OPI's legal team to focus on more complex legal issues, including policy development, compliance, and legal disputes. The paralegal will also support licensure staff by facilitating communication with the Board of Public Education, particularly given the increasing number of emergency licensure requests and cases requiring review and recommendation. This position will play a crucial role in ensuring that legal processes are documented, efficient, and compliant with state and federal regulations, thereby enhancing OPI's capacity to address legal matters promptly and effectively.

Executive Staff: As OPI continues to evolve and meet the growing needs of the educational community, ensuring the executive office has capacity for agency leadership and oversite is crucial for strengthening the agency's ability to collaborate effectively with external stakeholders and manage key educational priorities. The Executive Staff will be responsible for fostering partnerships with state agencies, school districts, and educational leaders, ensuring that OPI implements statewide goals and priorities effectively. These positions will play a vital role in guiding strategic initiatives related to assessments, school safety, Career and Technical Education, and other critical areas identified. This role will involve leading outreach efforts, gathering input from diverse stakeholders, and coordinating cross-departmental efforts to implement efforts that have a positive impact on student outcomes. The need for this position stems from the increasing complexity and scale of OPI's work, as well as the agency's desire to address emerging challenges and ensure the effectiveness of its programs. With a larger executive team, OPI will be better positioned to manage these initiatives and respond to the evolving needs of Montana's education system. 2-18-104 MCA describes the allotments for personal staff but not funding. OPI is seeking funding to hire an additional personal executive staff.

Program Administrative Staff: As OPI's workload continues to increase, particularly in supporting schools and program staff, the need for dedicated program administrative support is pressing. The Program Administrative Staff position will provide essential assistance in managing the growing administrative demands of OPI's programs, including coordinating communications, scheduling meetings, processing documentation, and supporting the implementation of educational initiatives. This position will help ensure that program staff are able to focus on the content and delivery of their work, while administrative tasks are handled efficiently. The role will also support the agency's responsiveness to the field by helping to process requests, track project progress, and maintain up-to-date records and reports. With the increase in educational programs and initiatives managed by OPI, this position is crucial to maintaining operational efficiency and supporting staff in their efforts to meet the needs of Montana's students and educators.

The two following positions will be instrumental in helping implementation of legislation to provide training and coordination with internal and external staff, collection of new data, and revision of the school funding formula, IT system support to collect QEC, ANB, and compensation expenditure data, manage data collections and training/coordinating with the school finance division, support to collect teacher classifications, staff collections and calendars, manage data collections and training/coordinating with the accreditation unit, rewrite lines of programming code, integrate systems, and provide training and continued monitoring and updates when changes to the school funding formula are imposed.

Software Developer:
The role of the Software Developer 3 is to build and maintain high-quality, innovative, and fully performing software that complies with coding standards/technical design and effectively provides data collection systems to meet the needs of the students, educators, and schools the OPI serves. The Software Developer 3 performs all aspects of software development life cycle (SDLC) from preliminary system analysis, gathering user requirements, database design, defining system functionality and security, writing code various programming languages to include but not limited to C#, C++, java, and visual studio, testing and deployment. Additionally, the Software Developer 3 provides technical advice during the planning, design, and implementation of projects, and direction in-line with OPI goals.

IT System Support:
The IT System support position is responsible for supporting the statewide school and student data information which is an integral component of the K-12 Data System. Data is collected for all public schools, non-public accredited schools, special education cooperatives, state funded schools, treatment centers and other educational entities. This position will be instrumental in helping implementation of HB252 and other pending legislation.

Position	Job Code	FTE	Hourly rate	Total Position Cost	
				SFY2026	SFY2027
Paralegal	G21012	1.0	$ 29.55	$ 112,200.54	$ 111,776.02
Grant Accountant	B21012	1.0	$ 29.55	$ 112,200.54	$ 111,776.02
Personal Staff	00102	1.0	$ 57.20	$ 192,514.93	$ 193,339.42
Program Admin staff	Q61023	1.0	$ 22.71	$ 92,332.53	$ 91,908.01
Budget Analyst 2	B23012	1.0	$ 38.65	$ 138,633.12	$ 138,208.60
IT Systems Support 2	C1F012	1.0	$ 32.50	$ 109,440.55	$ 112,345.23
Software Developer	C1D023	1.0	$ 40.62	$ 133,021.07	$ 135,970.64
Total Cost				$ 890,343.30	$ 895,323.95

Assumptions:

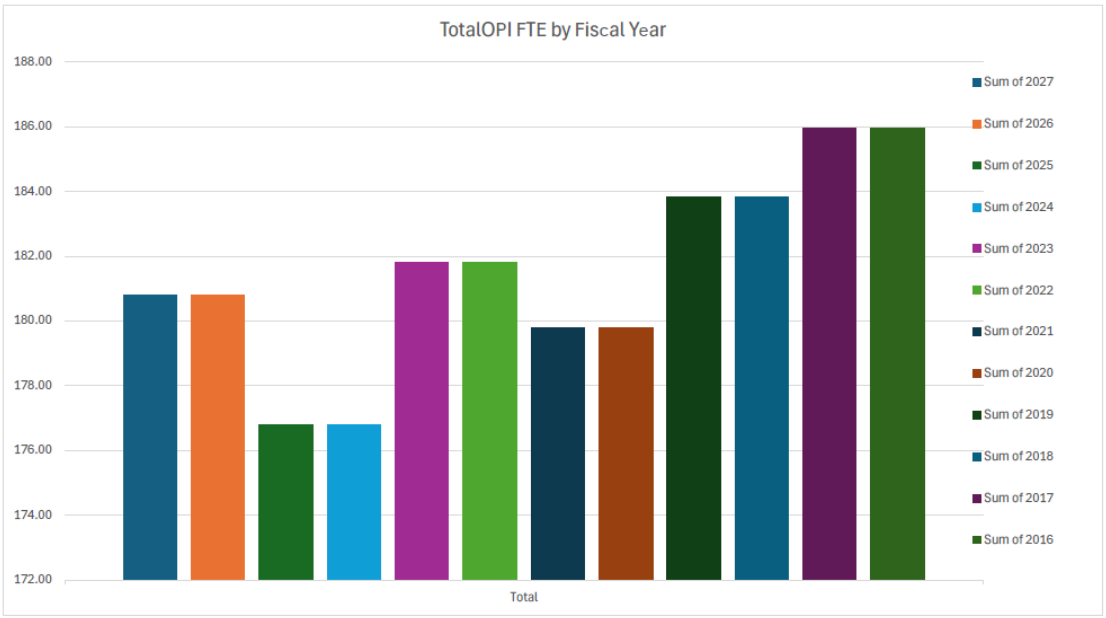
- New FTE are not considered when HB 13 is being calculated by OBPP.
- Employees will be hired into positions at an equal rate as peers with the same job code
- Raise factored in at the higher of $1 or 2.5% as proposed in HB 13
- New employee package & computer equipment applied to year 1 ($1,600+$1,200)
- Fixed costs applied using an average amount identified during budget reviews ($3,500)
- SFY25 OPI rent for a workspace $268.95 for 1.0 FTE
- State share for health insurance remains $12,648/employee per year
- Benefit percent of personal services cost rate remains consistent at 17%
- IDC to be calculated at Department of Education approved rate of 18.9%

Additional background on OPI FTE History

FTE reductions FY2016-2023

- General Fund -6.9
- Federal Fund -6.11
- Total FTE reductions -13.01
- FTE assigned to the agency for specific legislation from previous sessions are included in the below graph.

Sum of 2027	Sum of 2026	Sum of 2025	Sum of 2024	Sum of 2023	Sum of 2022	Sum of 2021	Sum of 2020	Sum of 2019	Sum of 2018	Sum of 2017	Sum of 2016
180.80	180.80	176.80	176.80	181.80	181.80	179.80	179.80	183.83	183.83	185.94	185.94



Overtime and Comp hours used agencywide

Position Number	SFY2021	SFY2022	SFY2023	SFY2024	SFY2025	Total
Total Comp/Overtime hours used	**5,856.64**	**6,615.25**	**9,684.81**	**10,175.44**	**5,252.55**	**37,584.68**
FTE Equivalent	2.82	3.18	4.66	4.89	2.53	18.07

(Est 2080 hours/year)

- These are hours used, not hours earned.
- Some positions recorded hundreds of hours earned but not used.
- SFY25 is for 1/2 of the fiscal year