



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title: BUDGET MODIFICATION # DCA-05-15: Reclassifying Contract Technician to Contract Specialist Sr for DCA Central Sourcing Program**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent

**Department:** 78 - County Assets **Division:** Contracting & Strategic Sourcing

**Contact(s):** Tony Dornbusch (Lisa Whedon x87580)

**Phone:** 503-988-4873 **Ext.** \_\_\_\_\_ **I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** \_\_\_\_\_

## General Information

### 1. What action are you requesting from the Board?

The department is requesting board approval of budget modification DCA-05-15 reclassifying a Contract Technician to a Contract Specialist Senior.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

This modification reflects a Class/Comp decision (#2452); a reclassification request initiated by management. The job tasks for this position have increased from contract processing and tracking to direct participation in the negotiation and drafting of new contracts, oversight on the most complex service and supply contracts, coordinating special projects involving inter-divisional and inter-agency agreements, and developing and monitoring complex proposals to ensure the alignment of contracts and funding sources to comply with the scope and schedule of the contract. The focus of this work will be on Information Technology contract administration. Class/Comp reviewed the submitted job duties and description and concluded that the Contract Specialist Senior was the best fit for the position. Program offer affected is 78045.

### 3. Explain the fiscal impact (current year and ongoing).

Personnel expenses are expected to increase \$48,734 for FY15. This will be offset by a reduction in Temporary and Premium costs. Ongoing, the annual fiscal impact will be an increase of about

\$48,734 which will be absorbed within the department's budget.

**4. Explain any legal and/or policy issues involved.**

N/A

**5. Explain any citizen or other government participation.**

N/A

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**Budget Modification**

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**6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

N/A

**7. What budgets are increased/decreased?**

Personnel budgets will increase by \$48,734 and Temporary and Premium expense will be decreased to balance.

**8. What do the changes accomplish?**

Approval of the classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position.

**9. Do any personnel actions result from this budget modification?**

Yes, reclassification of a Contract Technician to a Contract Specialist Senior.

**10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

**11. Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

N/A

**12. If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (e.g. cash match, in kind match, reporting requirements, etc)?**

N/A

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_