



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST (long form)**

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 12-17-09
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 12/17/09
Agenda Item #: C-2
Est. Start Time: 9:30 AM
Date Submitted: 12/08/09

BUDGET MODIFICATION: DCM - 11

Agenda Title:	BUDGET MODIFICATION DCM-11 Reclassifying One Position in the Division of Assessment, Recording, and Taxation, as Determined by the Class/Comp Unit of Central Human Resources
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Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.

Requested Meeting Date:	<u>December 17, 2009</u>	Amount of Time Needed:	<u>Consent Calendar</u>
Department:	<u>County Management</u>	Division:	<u>Assessment & Taxation</u>
Contact(s):	<u>Debra Anderson</u>		
Phone:	<u>503-988-6355</u>	Ext.:	<u>86355</u>
Presenter(s):	<u>N/A (Consent)</u>	I/O Address:	<u>503/1</u>

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of a budget modification authorizing the reclassification of one position in the Division of Assessment, Recording, and Taxation (DART).

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.

The Department of County Management requests Board approval of a reclassification for the following position that was approved by the Central Class Comp Unit:

<u>Position Title (Old)</u>	<u>Position Title (New)</u>	<u>Position Number</u>	<u>FTE</u>
A&T Technician 2	Industrial Appraiser	705056	No FTE Change

DART asked the Central Class Comp Unit to examine the duties of this position. After review of the duties, Class Comp has reclassified the position identified above. DART requested establishment of a new Industrial Appraiser classification with subject matter expertise in industrial

appraisals. The new classification provides expert consultant-level appraisals, technical expertise and training to assess and value a complex and diverse range of the most difficult industrial properties. The position will define criteria and develop methodologies for appraising complex commercial and industrial properties, appraise the most complex industrial operations, and take lead responsibility for unique or high-value properties. The new classification of Industrial Appraiser (6044) was officially established October 26, 2009. Pursuant to Article 15, Section VI.(A.) of the Local 88 Agreement, notice has been given to Local 88.

Because a vacant position is being reclassified for this work, this is not considered reorganization, but a reclassification due to changes in business need.

The vacant position was originally budgeted for FY 2010 in Program Offer 72043-DCM-DART-Property Assessment -Special Programs. This budget modification transfers the vacant position to Program Offer 72045- DCM- DART Property Assessment- Industrial. No immediate changes in performance measures on the current program offers are anticipated by this reclassification.

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

Budget modification detail is attached. The reclassification request is being accomplished within current resources for FY 2010. Permanent salary and fringe/benefits cost increases for this position for the current year are \$10,138, and are offset by a decrease to Temporary and related non-base fringe and insurance. Ongoing expenses for this position will be absorbed within the DART budget.

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

This position has been reviewed by the Classification/Compensation Unit and has been re-classified.

5. Explain any citizen and/or other government participation that has or will take place.

None required.

ATTACHMENT A

Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **What revenue is being changed and why?**
No revenues change.
- **What budgets are increased/decreased?**
The DART budget is adjusted to increase personnel expenses and reduce materials and supplies in the same amount, for no net change.
- **What do the changes accomplish?**
The changes allow DART to recruit for and hire a newly classified Industrial Appraiser position in the Industrial Property Appraisal Program, to provide resources to complete mandated commercial industrial property appraisals.
- **Do any personnel actions result from this budget modification? Explain.**
Yes. An A&T Technician 2 position is reclassified to an Industrial Appraiser position.
- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**
No changes.
- **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
- **If a grant, what period does the grant cover?**
- **If a grant, when the grant expires, what are funding plans?**

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

ATTACHMENT B

BUDGET MODIFICATION: DCM - 11

Required Signatures

**Elected Official or
Department/
Agency Director:**

Mindy Harris

Date: 12/02/09

Budget Analyst:

Debra

Date: 12/07/09

Department HR:

Karin Lambert

Date: 12/7/2009

Countywide HR:

A. Busby

Date: 11/12/09

Budget Modification ID: DCM-11

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2010

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	72-30	1000	72043	20		706402		60000	431,206	401,173	(30,033)		Permanent
2	72-30	1000	72043	20		706402		60130	125,990	116,518	(9,472)		Salary Related
3	72-30	1000	72043	20		706402		60140	129,029	119,428	(9,601)	(49,106)	Insurance
4	72-30	1000	72045	20		706407		60000	236,438	273,780	37,342		Permanent
5	72-30	1000	72045	20		706407		60130	72,706	84,458	11,752		Salary Related
6	72-30	1000	72045	20		706407		60140	64,652	74,802	10,150	59,244	Insurance
7	72-30	1000	72037	20		706209		60100	44,594	35,580	(9,014)		Temporary
8	72-30	1000	72037	20		706209		60135	3,710	2,960	(750)		Non base fringe
9	72-30	1000	72037	20		706209		60145	1,851	1,477	(374)	(10,138)	Non base insurance
10													
11	72-10	3500		20		705210		50316		(175)	(175)		Svc Reim GF to Risk Fund
12	72-10	3500		20		705210		60330		175	175		Claims Paid
13													
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28													
29													
											0	0	Total - Page 1
											0	0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6451	62739	706402	A&T Technician 2	705056	(1.00)	(46,205)	(14,573)	(14,771)	(75,549)
1000	6044	65305	706407	Industrial Appraiser	705056	1.00	57,671	18,149	15,631	91,451
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TOTAL ANNUALIZED CHANGES						0.00	11,466	3,576	860	15,902

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6451	62739	706402	A&T Technician 2	705056	(0.65)	(30,033)	(9,472)	(9,601)	(49,106)
1000	6044	65305	706407	Industrial Appraiser	705056	0.65	37,342	11,752	10,150	59,244
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TOTAL CURRENT FY CHANGES						0.00	7,309	2,280	549	10,138



Department of County Management
MULTNOMAH COUNTY OREGON
 Human Resources

Multnomah Building
 501 SE Hawthorne, Suite 400
 Portland, Oregon 97214
 (503) 988-5015 Phone
 (503) 988-3009 Fax

To: Randy Walruff, DART
 From: Candace Busby, Classification and Compensation Unit (503/4) *C. Busby*
 Date: November 12, 2009
 Subject: Reclassification Request #1354 (Vacant)

This reclass notices replaces the notice for request #1282 which used a different vacant position and classification. We will mark request #1282 as withdrawn. We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: November 12, 2009	Position Number: 705056
Current Classification: A&T Technician 2	Requested Classification: Principal Industrial Appraiser (to be established)
Job Class Number: 6451	Job Class Number: TBD
Pay Grade: 17	Pay Grade: TBD

Request is:	<input checked="" type="checkbox"/> Approved as Requested	Effective Date: November 6, 2009
	<input type="checkbox"/> Approved - Revised	
	<input type="checkbox"/> Denied	

Allocated Classification: Industrial Appraiser	Job Class Number: 6044
Pay Range: \$52,805.52 to \$64,957.68 annually	Pay Grade: 28

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.

Position Information:

Vacant - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

The department requested establishment of a new Industrial Appraiser classification with subject matter expertise in industrial appraisals. This new classification provides expert consultant-level appraisals, technical expertise and training to assess and value a complex and diverse range of the most difficult industrial properties. This classification performs the most difficult industrial appraisals in the county such as bulk storage terminals, high tech manufacturing operations, construction material manufacturers, ship repair yards, and petroleum and chemical processing facilities. This position will define criteria and develop methodologies for appraising complex commercial and industrial properties; appraise the most complex industrial operations (buildings, structures, machinery, equipment, personal property); and take lead responsibility for unique or high-value properties. These responsibilities are consistent with the new classification of Industrial Appraiser (6044) which was officially established October 26, 2009.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Karin Lambertson, HR Manager	Leola Warner, HR Maintainer
Bryan Lally, Local 88	Class Comp File Copy