



# Multnomah County Agenda Placement Request Budget Modification (FY 2018)

## Board Clerk Use Only

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

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

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

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

**Agenda Title: BUDGET MODIFICATION # DCA-04-18: Reclassification of a Development Analyst to an IT Business Consultant Senior**

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

**Department:** 78 - County Assets **Division:** Information Technology

**Contact(s):** Lisa Whedon and Chris Brower

**Phone:** 988-7580 **Ext.** \_\_\_\_\_ **I/O Address** 503/4

**Presenter Name(s) & Title(s):** Consent Agenda

## General Information

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

The department is requesting board approval of budget modification DCA-04-18 reclassifying position 712361 a Development Analyst to an IT Business Consultant Senior in program offer 78312-18 – IT Data & Reporting Services.

### 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 Class/Comp decision #3835; a reclassification request by management. Over the last year the Application Services unit has been taking on several project that impact IT and the county, and as a result there is a need for positions that have the higher skill set to work with customers, manage projects, and know what services are realistic for today and the future. The primary purpose of the position is to provide a single point of contact for Information Technology customers, working with them to understand their business needs from a strategic perspective, and applying a wide range of technologies to address those needs. As such, this position will be responsible for service delivery including project management, defining requirements, business process analysis, portfolio management for specific customers and the enterprise, developing business cases for customer requests including identification of benefits, risks, and total costs, advising customers and their business partners of alternative solutions and associated costs, and facilitating their decision-making processes. The program offer affected is 78312-18.

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

Personnel expenses for this position are expected to increase \$3, which will be offset by a reduction in overtime expenses within this program offer.

Please note, the current top step of the new classification is 9% higher than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. The financial impact of the new classification will be funded within the ongoing 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?**

N/A

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

Approval of a 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 position # 712361 from a Development Analyst (JCN 6405) to an IT Business Consultant Senior (JCN 6198) in program offer 78312-18.

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