



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

**Board Clerk Use Only**

<b>Meeting Date:</b>	<u>2/6/14</u>
<b>Agenda Item #:</b>	<u>C.1</u>
<b>Est. Start Time:</b>	<u>9:30 am</u>
<b>Date Submitted:</b>	<u>1/30/14</u>

**Agenda Title: BUDGET MODIFICATION # DCA-13 Conversion of an Information Specialist 1 to a Procurement Analyst Senior**

*Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.*

<b>Requested Meeting Date:</b>	<u>Next available</u>	<b>Time Needed:</b>	<u>Consent Calendar</u>
<b>Department:</b>	<u>County Assets</u>	<b>Division:</b>	<u>DCA HUB</u>
<b>Contact(s):</b>	<u>Julie Neburka</u>		
<b>Phone:</b>	<u>988-3312</u>	<b>Ext.:</b>	<u>I/O Address: 503/4</u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>N/A</u>		

**General Information**

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

The department is requesting board approval of budget modification DCA-13 reclassifying an Information Specialist 1 to a Procurement Analyst 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; a reclassification request initiated by management. The duties of this position will increase to include the procurement of complex telecommunication equipment, as well as the coordination and oversight of telecom related service acquisition. Class/Comp reviewed the submitted job duties and description and concluded that the Procurement Analyst Senior was the best fit for the position. The program offer affected is 78035.

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

Personnel expenses are expected to remain neutral for FY14, and ongoing personnel cost will be covered with existing program resources.

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

N/A

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

N/A

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**Budget Modification**

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

- **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

- **What budgets are increased/decreased?**

N/A

- **What do the changes accomplish?**

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

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

Yes, reclassification of an Information Specialist 1 to a Procurement Analyst Senior.

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

N/A

- **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? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?**

N/A

*NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

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**Required Signatures**

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**Elected Official**

**or Dept Director:** Sherry Swackhamer \s\ **Date:** 1/28/14

**Budget Analyst:** Jennifer Unruh \s\ **Date:** 1/29/14

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."*