



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-4 DATE 1/15/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 1/15/15

Agenda Item #: C.4

Est. Start Time: 9:30 am

Date Submitted: 1/6/15

Agenda Title: BUDGET MODIFICATION # DCA-08-15: Reclassifying Finance Specialist 1 to Finance Specialist 2 in DCA Hub Finance Section

Requested Meeting Date: Next Available

Time Needed: Consent Calendar

Department: 78 - County Assets

Division: DCA Hub Finance Section

Contact(s): Patrick Williams (Shaun Coldwell)

Phone: x88285

Ext. _____

I/O Address _____

Presenter Name(s) & Title(s): NA

General Information

1. What action are you requesting from the Board?

This budget modification requests approval of a reclassification of a Finance Specialist 1 position to a Finance Specialist 2 in the DCA Hub Finance Section, as recommended by the Classification and Compensation Unit on request 2583.

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 duties and responsibilities of this position with the Budget, Finance and Planning Unit have gradually changed since December 2013, and as such the position is requested for reclassification from a Finance Specialist 1 to a Finance Specialist 2. This position is currently responsible for finance analysis, auditing, and reconciliation functions, as well as travel and training arrangements. Responsibilities include analyzing travel and training requests for compliance; interpreting and applying rules and fiscal policies toward travel requests, consulting with travelers to address questions, concerns; determining appropriate actions for non-standard travel requests; analyzing current processes and making recommendations to senior management and stakeholders; and analyzing and preparing detailed financial reports.

This reclassification was recommended by the Classification and Compensation Unit, with an effective date of February 1, 2014.

This budget modification impacts program offer 78046-15.

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

There is no fiscal impact for fiscal year 2015 since current pay falls within the new range. Fiscal impact will occur in future years since the top of the range for Finance Specialist 2 is higher than Finance Specialist 1.

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

5. Explain any citizen or other government participation.

Budget Modification

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).

No changes.

7. What budgets are increased/decreased?

No change for fiscal year 2015.

8. What do the changes accomplish?

The job class for this position will change as a result of this action.

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

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

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?

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)?

Required Signature

**Elected Official or
Dept. Director:** Sherry Swackhamer /s/

Date: 12/18/14

Budget Analyst: Jennifer Unruh /s/

Date: 1/6/15

Department HR: Patsy Moushey /s/

Date: 12/18/14

Countywide HR: Karie Miller /s/

Date: 12/18/14

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCA-08-15

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	78046-15	1000	78-30	0020	704060	60000 - Permanent	458,097	458,097	0	
2	78046-15	1000	78-30	0020	704060	60130 - Salary Related Expns	149,187	149,187	0	
3	78046-15	1000	78-30	0020	704060	60140 - Insurance Benefits	146,427	146,427	0	
1000 Total										0
78-30 Total										0
Program Offer Number 78046-15 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCA-08-15

Annualized Personnel Changes

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

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
714578	6029	Finance Specialist 1	65928	1000	704060	(1.00)	(53,292)	(17,522)	(18,016)	(88,830)
714578	6030	Finance Specialist 2	65928	1000	704060	1.00	53,292	17,522	18,016	88,830
Total Annualized Changes:						0.00				

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
714578	6029	Finance Specialist 1	65928	1000	704060	(1.00)	(53,292)	(17,522)	(18,016)	(88,830)
714578	6030	Finance Specialist 2	65928	1000	704060	1.00	53,292	17,522	18,016	88,830
Total Current FY Changes:						0.00				