



# 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 # DCM-05-17: Reclassification within DCM Central Human Resources: Admin Analyst to Admin Analyst Sr.

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

**Department:** 72 - County Management **Division:** Central Human Resources

**Contact(s):** Travis Graves and Debra Anderson

**Phone:** 503-988-6355 **Ext.** 86355 **I/O Address** 503/3

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

## General Information

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

Approval of reclassification of #3462, as recommended by the Class Comp section of Central HR. A Administrative Analyst position is bring reclassified to a Administrative Analyst Senior in the Administration section of Central HR, with a retro-active effective date of January 7, 2016.

### 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 filled position within Central Human Resources in the Department of County Management is submitted or reclassification from Administrative Analyst (9006 - NR) to Administrative Analyst Senior (9005 - NR). The job duties and responsibilities assigned to this position have significantly increased as a result of changes to the Human Resources Director position with the addition of Deputy Director job functions.

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

This action will increase the salary and benefits for this position by \$9,790 in Program Offer #72016-17. The increase will be covered within budgeted resources, by reducing budgeted professional services. The current top step of the new classification is 10% higher than the current classification's top step. It is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget. Risk Fund is increased by \$487.

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

None

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

None

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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).**

Service Reimbursement to the Risk Fund by \$487 due to personnel budget changes.

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

The Risk Fund increases by \$487.

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

Reclassification.

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

NA

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

NA

**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?**

NA

**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)?**

NA

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