



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 # DCA-04-17: Reclass a Fleet Maint Tech 3 Vacant Position to Fleet Maint Tech 2 in DCA Fleet Svcs

Requested Meeting Date: _____ **Time Needed:** Consent Calendar

Department: 78 - County Assets **Division:** Fleet Services

Contact(s): Lisa Whedon and Deirdre Mahoney-Clark

Phone: 899-7580 **Ext.** 87580 **I/O Address** 503/4

Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

The department of County Assets is requesting Board approval of budget modification DCA-04-17 reclassifying a vacant Fleet Maintenance Technician 3 position (JCN 6182) Position #704420 Program Offer 78400-17 to a Fleet Maintenance Technician 2 position (JCN 6180).

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 #3497 initiated by management, to reclassify a vacant Fleet Maintenance Technician 3 position to Fleet Maintenance Technician 2 position in the Fleet Services division of the Department of County Assets.

A reduction in staffing levels over several years has reduced the need for the higher level position. The reclassified position will not have any assigned lead responsibilities.

An analysis of the Fleet Maintenance Technician 1, Fleet Maintenance Technician 2, and Fleet Maintenance Technician 3 classifications was performed by the Classification and Compensation unit before making an allocation decision. The duties, responsibilities and qualifications support that this position be re-classified to Fleet Maintenance Technician 2 (6180).

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

Personnel expenses are expected to decrease \$24,601 in FY17. The current top step of the new classification is 16.25% less than the top step of the original position. This will be off set by an increase in expense cost element 60240 Supplies. The fund balance is not changed. In subsequent fiscal years the reclassified position will be subject to the approved cost of living adjustments (COLA). The financial impact of the new classification will be funded within the ongoing department's budget.

As a result of the decrease in personnel cost the Risk Management program offer 72020-17 decreases by \$1,293.

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

N/A

5. Explain any citizen or other government participation.

N/A

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).

As a result of the reduction in personnel cost the Risk Management program offer 72020-17 decreases by \$1,293.

7. What budgets are increased/decreased?

This re-classification results in revenue and expense decrease to the Risk Management fund by \$1,293

8. What do the changes accomplish?

Approval of reclassification from the Human Resources Classification Compensation unit will best reflect the duties of the position.

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

Yes, reclassification of a vacant Fleet Maintenance Tech3 position (6182) to a Fleet Maintenance Tech 2 position (6180). Position #704420 in Program offer 78400-17

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)?

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____