



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-23-16: Reclass Facilities Specialist 2 to a Facilities Specialist 3 in the Department of County Assets

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

Department: 78 - County Assets **Division:** _____

Contact(s): Lisa Whedon and Jen Unruh

Phone: 503-988-7580 **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 is requesting approval of budget modification DCA-23-16 reclassifying a Facilities Specialist 2 to a Facilities Specialist 3.
Position # 704119 Program Offer 78002-16

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 3330; a reclassification requested by the employee. The analysis of the Facilities Specialist 2 (FS2) and Facilities Specialist 3 (FS3) was performed by Class/Comp before making an allocation decision. The FS2 position under review includes duties and responsibilities that involve greater depth and scope, technical knowledge, and complexity of duties than is required of this classification. Therefore, this classification is not a good match. The duties, responsibilities and qualifications support that this position best fits the FS3 classification.

No impact to Program Offer 78002-16

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

Personnel expenses are expected to remain the same for FY16. The current top step of the new FS3 classification is 9.3% higher than the current top step of the FS2 classification. It is

anticipated in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

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).

N/A

7. What budgets are increased/decreased?

N/A

8. What do the changes accomplish?

Approval of this classification decision from the Facilities Specialist 2 to Facilities Specialist 3 best reflects the duties of the position.

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

Yes, reclassification of a Facilities Specialist 2 to Facilities Specialist 3

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

Required Signature

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

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____