



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C.4 DATE 10/22/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/22/15
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 10/8/15

Agenda Title: BUDGET MODIFICATION # DCM-06-16: Reclassifying an Administrative Assistant to a Finance Specialist 2 in DART Business Services

Requested Meeting Date: October 22, 2015

Time Needed: Consent Calendar

Department: 72 - County Management

Division: Division of Assessment,
Recording and Taxation
(DART)

Contact(s): Randy Walruff

Phone: 503-988-4668

Ext. 84668

I/O Address 503/1

Presenter Name(s) & Title(s): Consent Calendar

General Information

1. What action are you requesting from the Board?

Requesting approval of the reclassification of an Administrative Assistant to a Finance Specialist 2, as recommended by Class Comp on request #3155

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 Department of County Management is reorganizing the internal support for business services.

This vacant position within the Division of Assessment, Recording and Taxation (DART) Business Services & Administration Program in DCM is submitted for a reclassification from an Administrative Assistant to a Finance Specialist 2. This position will perform complex and time sensitive business services on behalf of DCM divisions and programs. Duties include Accounts Payable, Purchasing card transactions, DCM travel & Training coordination, DCM timekeeping, supplies ordering through Multco Marketplace, expenditure reporting and reconciliations, data analysis in support of budget preparation, archiving and records retention, direct customer service at the administrative level, and serving as a liaison with vendors and service providers for equipment maintenance, printer/copier service and supplies, subscriptions and memberships, telecom services, cell phones, IT and Facilities services and other internal services.

This change impacts program offer 72023 DART Administration and 72020 Central HR Employee Benefits.

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

The salary and benefits from the reclassified position are reprogrammed within DART Administration. The insurance fund is reduced by \$ 103

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 16 % higher than the current classification's top step, however it is anticipated that 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).

Insurance fund revenue is decreased by \$103

7. What budgets are increased/decreased?

Insurance Fund Claims budget is decreased by \$103

Reclassification within budgeted resources in Program Offer 72023-16. A decrease in budgeted costs for the position of \$3,345, was offset by the addition of \$3,345 to Temporary Staffing within the program.

8. What do the changes accomplish?

Reclassification of an Administrative Assistant to a Finance Specialist 2 to provide business services support for DCM programs.

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

Approve Class Comp reclassification recommendation #3155

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:** Karyne Kieta /s/

Date: 10-7-15

Budget Analyst: Ching Hay /s/

Date: 10-7-15

Department HR: Susan Yee /s/

Date: 10-7-15

Countywide HR: Susan Mullett /s/

Date: 10-7-15

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-06-16

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	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(70,424,671)	(70,424,568)	103	
2	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	6,919,176	6,919,073	(103)	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-16 Total										0
3	72023-16	1000	72-30	0020	706201	60000 - Permanent	594,858	592,495	(2,363)	
4	72023-16	1000	72-30	0020	706201	60100 - Temporary	58,800	61,824	3,024	
5	72023-16	1000	72-30	0020	706201	60130 - Salary Related Expns	198,457	197,646	(811)	
6	72023-16	1000	72-30	0020	706201	60135 - Non Base Fringe	17,457	17,710	253	
7	72023-16	1000	72-30	0020	706201	60140 - Insurance Benefits	142,191	142,020	(171)	
8	72023-16	1000	72-30	0020	706201	60145 - Non Base Insurance	11,693	11,761	68	
1000 Total										0
72-30 Total										0
Program Offer Number 72023-16 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-06-16

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
705215	6030	Finance Specialist 2	61795	1000	706201	1.00	51,912	17,827	17,916	87,655
705215	6054	Administrative Assistant	61795	1000	706201	(1.00)	(55,062)	(18,908)	(18,144)	(92,114)
Total Annualized Changes:						0.00	(\$3,150)	(\$1,081)	(\$228)	(\$4,459)

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
705215	6030	Finance Specialist 2	61795	1000	706201	0.75	38,934	13,370	13,437	65,741
705215	6054	Administrative Assistant	61795	1000	706201	(0.75)	(41,297)	(14,181)	(13,608)	(69,086)
Total Current FY Changes:						0.00	(\$2,363)	(\$811)	(\$171)	(\$3,345)