



# 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-29-17: Reclassification of a Finance Manager to an IT Manager 1 in DCA**

Requested Meeting Date: \_\_\_\_\_ Time Needed: Consent Calendar

Department: 78 - County Assets Division: Administrative HUB Contracting

Contact(s): Lisa Whedon and Chris Brower

Phone: 988-7580 Ext. \_\_\_\_\_ 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 board approval of budget modification DCA-29-17 reclassifying a Finance Manager to an IT Manager 1.

### 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 #3727; a reclassification request initiated by management. This position is now responsible for oversight of countywide IT procurement, and contracting functions, including directing and advising staff on complex, confidential, high risk, sensitive negotiations and legal agreements; developing contract content; advising on the development and implementation of procurement and contracting processes and tools; and facilitating decision making with senior management and department leadership. The position will also develop and implement negotiation strategies, policies, and processes, including defining appropriate contracting methods and legal agreement structures to support contracting for new and emerging technology solutions. The program offer affected is 78101-17.

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

Personnel expenses are expected to remain budget neutral for FY17. Ongoing, the maximum salary for the new job class is 8.0% higher than the current job class. The annual fiscal impact will

also be determined by COLA and other adjustments to benefits.

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

N/A

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

N/A

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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).**

N/A

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

N/A

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

Approval of a classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes, reclassification of position # 718380 from a Finance Manager (JCN 9336) to an IT Manager 1 (JCN 9452) in program offer 78101-17.

**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)?**

N/A

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