



# Multnomah County Agenda Placement Request Budget Modification (FY 2018)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCA-13-18: FPM - Reclass Position 716678 from Facilities Specialist 3 to Executive Specialist

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** n/a consent agenda

**Department:** 78 - County Assets **Division:** Facilities and Property Management (FPM)

**Contact(s):** Lisa Whedon (x87580) and Jen Unruh (X87580)

**Phone:** 5039887580 **Ext.** 8-7580 **I/O Address** 503/04

**Presenter Name(s) & Title(s):** n/a consent agenda

## General Information

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

The Department of County Assets requests Board approval of budget modification DCA-13-18 reclassifying position 716678 from Facilities Specialist 3 (6016) to Executive Specialist (6005), effective March 12, 2018 in program offer 782000-18 (Facilities Director's Office).

### 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 affects program offer 782000-18 (Facilities Director's Office). This vacant position in the Facilities and Property Management (FPM) division of the Department of County Assets is requested for reclassification from a Facilities Specialist 3 to an Executive Specialist to more effectively meet division needs for administrative support. The position will provide executive level support to the FPM Director's Office and act as a liaison to division managers and staff in a variety of areas. An analysis of the Facilities Specialist 3, Executive Specialist, and Administrative Analyst positions was performed and the Facilities Specialist 2 position was determined to best meet program needs.

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

This reclassification results in a permanent personnel cost decrease of \$9,213 in the current fiscal year, which is offset in temporary expense. In subsequent years the reclassified position will be subject to the approved cost of living adjustments and step increases.

**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?**

The Department budget remains the same with the change in permanent personnel expense offset in temporary expense.

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

Implementation of a Classification and Compensation decision to reclassify position 716678 from Facilities Specialist 3 to Executive Specialist.

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

Yes. Position 716678 is reclassified from Facilities Specialist 3 to Executive Specialist.

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