



# 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 # DCM-07-16: Reclassifying an A&T Technician 1 to a Contract Specialist in DART Business Services

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent Agenda

**Department:** 72 - County Management **Division:** Division of Assessment,  
Recording and Taxation

**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 A&T Technician 1 to a Contract Specialist, as recommended by Class Comp on request #3154

### 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 vacant position is within the DART Business Services in the Division of Assessment, Recording and Taxation (DART) Administration Program in DCM and is submitted for a reclassification from an A&T Technician 1 to a Contract Specialist. DART Business Services assumed the responsibility for providing business services support for all of DCM and this position will perform complex and time sensitive contracting and purchasing.

This position will focus on developing and tracking contracts, coordinating between operating programs for processing, and providing complex and time sensitive business support. Duties include contract administration, including developing and preparing contracts and amendments, negotiating with vendors and service providers, reviewing contracts for accuracy, compliance, insurance requirements, and completeness; reviewing with County Attorney for approval and problem solving; routing contracts to appropriate parties, entering information into SRM for program management, financial and purchasing review and approval. Additionally, duties include

procurement activities: preparing and processing non-competitive procurement authority requests, providing purchasing expertise to DCM divisions and programs, preparing bids and quotes, and maintaining procurement records; and reporting and analysis, including researching and analyzing data, providing summary reports and preparing data for budget program offers.

This change impacts program offer 72023 DART Administration, 72025A County Clerk Functions, 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 increased by \$363

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 34% 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

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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).**

Insurance fund revenue increased by \$363

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

Insurance fund Claims budget is increased by \$363

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

Reclassification of an A&T Technician 1 to a Contract Specialist in DART Business Services.

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

Approve Class Comp reclassification recommendation #3154

**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:	_____