



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-15-16: Reclassify Finance Specialist Senior to Contract Specialist Senior in the Dept of County Management

Requested Meeting Date: _____

Time Needed: _____

Department: 72 - County Management

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

Contact(s): Debra Anderson and Randy Walruff

Phone: 503-988-6355 **Ext.** 86355 **I/O Address** 503/1

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

General Information

1. What action are you requesting from the Board?

Approval of reclassification #3407, as recommended by the Class Comp section of Central HR. This position is currently a Finance Specialist Senior and is being reclassified to a Contract Specialist Senior in the Administration and Business Services section of DART, with an effective date of May 25, 2016.

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 within DART Administration and Business Services in DCM (Program Offer 72023) is submitted for a reclassification from a Finance Specialist Senior to Contract Specialist Senior. DART has assumed business services support for the Dept of County Management that requires a higher level of complex contracting and purchasing expertise to support the business and operational requirements of DCM divisions and programs, who provide county-wide corporate business functions with countywide impacts, and also functions of the county assessor, tax collector and county clerk.

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

This action will increase the salary and benefits for this position by \$4,751 for fiscal year 2016. The

increase will be covered within budgeted resources, by decreasing the line item for Software License and Maintenance (60290) in Program Offer 72028-16. The Risk Fund increases by \$244.

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

None

5. Explain any citizen or other government participation.

None

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).

Service reimbursement revenue to the Risk fund increases by \$244 due to personnel budget changes.

7. What budgets are increased/decreased?

The Risk Fund increases by \$244.

8. What do the changes accomplish?

Reclassification of a Finance Specialist Senior to a Contract Specialist Senior, effective May 25, 2016.

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

Reclassification

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

NA

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?

NA

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)?

NA

Required Signature

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

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____