



# 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-13-15: Reclassifying a Program Manager 1 to a Chief Appraiser in the DART Appraisal Section**

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

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

**Contact(s):** Randy Walruff (Shaun Coldwell)

**Phone:** 503-988-4668 **Ext.** 84668 **I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** Not applicable

## General Information

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

The department is requesting Board approval of budget modification DCM-13-15 reclassifying a Program Manager 1 to a Chief Appraiser in the Division of Assessment, Recording and Taxation Division - Appraisal section.

### 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 a Class/Comp decision on a classification request initiated by management (request# 2780). This is reclassifying an existing position in the FY 2015 adopted budget. The duties of this position have been evaluated and best reside under the non-represented classification-Chief Appraiser. Due to changes in DART's organizational structure, duties and responsibilities for this position has changed over time and this position is now responsible for the Commercial, Industrial, Personal Property, and Data Operations sections. The Program Manager responsible for the commercial section retired, work was transferred to this Program Manager 1, and two new program supervisor positions are reporting to this position. Duties include program development, including working with the DART Director in developing policy, implementing and evaluating programs and results, and overseeing compilation, analyses and audits of market and performance data; program management, including participating in developing the division-wide annual budget, reviewing and approving program budgets, and

forecasting and prioritizing funds for staffing and equipment; performance management, including recruiting, training, and evaluating program supervisors, appraisers and technical staff; appeals and complex issues, including acting as litigation coordinator, handling difficult appraisal and assessment issues and appeals with County executive management, Department of Revenue, professional staff, and litigants, recommending actions and resolutions, and responding to difficult and sensitive citizen inquiries and complaints; computer system, including determining technology needs and recommending enhancements to systems and files. The position is currently filled.

This reclassification is effective January 1, 2015.

The changes impact program offers 72031-15 Personal Property Assessment, 72032-15 Property Assessment Industrial and 72033-15 Commercial Property Appraisal.

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

This position is funded within existing resources (100% in General Fund). The reclassification request is adjusting pay retroactive to January 1, 2015 in the amount of \$3,635. The difference in salary and benefits is being offset by a decrease in the supplies budget. Ongoing, this increased cost will be absorbed by the program.

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

None

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

None

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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).**

Revenue to the Risk Fund is being increased by \$187.

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

This position is changing allocations to program offers:

From:

60% to Program 72031-15 (Personal Property Cost Center 706404)

40% to Program 72032-15 (Industrial Assessment Cost Center 706407)

To:

20% to Personal Property #72031-15 Cost Center 706404

30% to Industrial Property #72032-15 Cost Center 706407

50% to Commercial # 72033-15 Cost Center 706403

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

This action will approve the reclassification and pay adjustment for this position.

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

The Program Manager 1 position is being reclassified to a Chief Appraiser, retroactive to January 1, 2015.

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)?

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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: \_\_\_\_\_