



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

## Board Clerk Use Only

Meeting Date: 12/09/2010

Agenda Item #: C-1

Est. Start Time: 9:30 am

## BUDGET MODIFICATION: DCM - 08

**BUDGET MODIFICATION DCM-08 Reclassifying an A&T Technician 1 to an  
Agenda A &T Technician 2 as Determined by Central Human Resources Class Comp  
Title: Unit.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	December 9, 2010	<b>Amount of Time Needed:</b>	Consent Calendar
<b>Department:</b>	County Management	<b>Division:</b>	DART
<b>Contact(s):</b>	Deb Anderson, Mike Waddell		
<b>Phone:</b>	988-6355	<b>Ext.</b>	86355
		<b>I/O Address:</b>	503/1
<b>Presenter Name(s) &amp; Title(s):</b>	N/A Consent		

## General Information

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

The department is requesting board approval of budget modification DCM-08 reclassifying an A&T Technician 1 to an A&T Technician 2 in the Division of Assessment, Recording & Taxation (DART).

### 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 reclassification request initiated by management. Class/Comp reviewed the submitted job duties and description and concluded that A&T Technician 2 was the best fit for the position. The reclassification is effective November 15, 2010. This change impacts program offers 72037 Customer Service and 72038 County Clerk Functions.

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

Personnel costs will increase by \$339 and offset by a reduction in supplies. The pay scale for an

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A&T Technician 1 is (\$35,559 - \$43,785) while the pay scale for an A&T Technician 2 is (\$38,920 - \$47,836) Personnel costs will increase over time and will be absorbed within the DARTS budget. Service reimbursement from the General Fund to the Risk fund increases by \$20.

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

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

## ATTACHMENT A

### Budget Modification

If the request is a Budget Modification, please answer all of the following in detail:

- **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

- **What budgets are increased/decreased?**

N/A

- **What do the changes accomplish?**

Approval of classification decision form Human Resources Class/Comp unit that best reflects the duties of this position.

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

Reclassification of an A&T Technician 1 to an A&T Technician 2

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

N/A

- **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

- **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 (i.e. cash match, in kind match, reporting requirements etc)?**

N/A

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

## ATTACHMENT B

**BUDGET MODIFICATION: DCM - 08**

### Required Signatures

**Elected Official or  
Department/  
Agency Director:**

*Mindy Harris*

**Date:** 11/22/10 10

**Budget Analyst:**

**Date:**

**Department HR:**

**Date:**

**Countywide HR:**

*A. Bessley*

**Date:** Nov 22, 2010

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