



# 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-06-16: Reclassifying an Administrative Assistant to a Finance Specialist 2 in DART Business Services**

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

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

**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 Administrative Assistant to a Finance Specialist 2, as recommended by Class Comp on request #3155

### 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.

The Department of County Management is reorganizing the internal support for business services.

This vacant position within the Division of Assessment, Recording and Taxation (DART) Business Services & Administration Program in DCM is submitted for a reclassification from an Administrative Assistant to a Finance Specialist 2. This position will perform complex and time sensitive business services on behalf of DCM divisions and programs. Duties include Accounts Payable, Purchasing card transactions, DCM travel & Training coordination, DCM timekeeping, supplies ordering through Multco Marketplace, expenditure reporting and reconciliations, data analysis in support of budget preparation, archiving and records retention, direct customer service at the administrative level, and serving as a liaison with vendors and service providers for equipment maintenance, printer/copier service and supplies, subscriptions and memberships, telecom services, cell phones, IT and Facilities services and other internal services.

This change impacts program offer 72023 DART Administration 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 reduced by \$ 103

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 16 % 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 is decreased by \$103

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

Insurance Fund Claims budget is decreased by \$103

Reclassification within budgeted resources in Program Offer 72023-16. A decrease in budgeted costs for the position of \$3,345, was offset by the addition of \$3,345 to Temporary Staffing within the program.

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

Reclassification of an Administrative Assistant to a Finance Specialist 2 to provide business services support for DCM programs.

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

Approve Class Comp reclassification recommendation #3155

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