



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

Board Clerk Use Only

Meeting Date: 5/12/11

Agenda Item #: C.1

Est. Start Time: 9:30 am

BUDGET MODIFICATION: DCS- 06

**BUDGET MODIFICATION # DCS-06 Reclassifying a Management Assistant
Agenda Position to a Budget Analyst as Determined by the Class/Comp Unit of Central
Title: Human Resources.**

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

Requested Meeting Date: May 12, 2011 **Amount of Time Needed:** Consent
Department: Community Services **Division:** Budget and Operation Suppt
Contact(s): Jerry Elliott
Phone: (503) 988-4624 **Ext.** 84624 **I/O Address:** 455/2/224
Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

The Department is requesting the Board approve a budget modification for the reclassification of a Management Assistant to a Budget Analyst in the Budget and Operations Support division as determined by the Class/Comp Unit of Central Human Resources

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.

As a result of a countywide study of the Management Assistant classification by the Class/Comp Unit of Central Human Resources, it determined the appropriate classification for the subject position is a Budget Analyst. This budget modification will change the FY2011 budget to correctly classify this position and the incumbent in this position.

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

Budget modification detail is attached. There is no dollar change in the budget for this position, just a change in classification.

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

None

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).**

No change to revenue.

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

No changes to budget amounts.

- **What do the changes accomplish?**

This budget modification implements the results of the position classification as determined by the Class/Comp unit of Central Human Resources.

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

Reclassification of position with the incumbent.

- **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: DCS- 06

Required Signatures

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



Date: April 25, 2011

Budget Analyst:

/s/ Ching Hay

Date: April 20, 2011

Department HR:

/s/ Jerry Petty

Date: April 26, 2011

Countywide HR:



Date: April 20, 2011