



**Multnomah County  
Agenda Placement Request  
Budget Modification  
(FY 2018)**

**Board Clerk Use Only**

**Meeting Date:** \_\_\_\_\_  
**Agenda Item #:** \_\_\_\_\_  
**Est. Start Time:** \_\_\_\_\_  
**Date Submitted:** \_\_\_\_\_

**Agenda Title: BUDGET MODIFICATION # DCA-11-18: Reclassifying Contract Specialist Senior to Procurement Analyst Senior in DCA Administrative Hub**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent Agenda  
**Department:** 78 - County Assets **Division:** HUB Contracting and Procurement

**Contact(s):** Lisa Whedon

**Phone:** 5039887580 **Ext.** 8-7580 **I/O Address** 503/04

**Presenter Name(s) & Title(s):** NA

**General Information**

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

The Department of County Assets is requesting Board approval of budget modification DCA-11-18 reclassifying Position #715054 Contract Specialist Senior (JCN 6031) to Procurement Analyst Senior (JCN 6111) in Program Offer 78101-18 (Administrative Hub Procurement & Contracting).

**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 Class Comp decision #3996 a reclassification initiated by management in the Administrative Hub of the Department of County Assets (DCA) is for reclassification n from a Contract Specialist Senior to a Procurement Analyst Senior as a result of a change in the skill set that is needed for the work unit. The reclassified position will provide professional level technical and advanced subject matter expertise and oversight in Procurement & Contracting Services. The position will be responsible for driving the procurement process for all contracts and procurement/purchasing activities; ensuring compliance and oversight throughout the process; advising and providing technical assistance to staff; deciding the resolution of difficult or complex purchasing activities, quality issues, service packages, etc.; answering customer questions and interpreting goals and policies; contributing to the development of proposals and invitations for bids; requesting quotes for complex solution proposals for routine and non-routine purchases; monitoring and administering non-programmatic contracts following execution; ensuring all

requirements are clearly defined and documented; detecting exceptions which fall outside the process; developing a new process for procurement and contract development; developing, updating, and maintaining training programs and materials related to procurement and contract development processes; explaining options available to individuals, including costs and options; interviewing and negotiating with vendors and participating in vendor outreach; and tracking complaints and other issues with users and vendors prior to hand off to contract specialists.

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

Personnel expenses are expected to decrease by \$2,550 in FY18, which will be offset by an increase in the Supplies budget, thus the fund balance will not change. However, the Risk Management program offer (72020-18) will decrease by \$130 due to decreased non-medical insurance liability.

Please note, the current top step of the new classification is 8.5% lower than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. The financial impact of the new classification will be funded within the ongoing department's budget.

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

NA

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

NA

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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).**

The Risk fund 3500 revenue will decrease by \$130 due to a reduction in insurance costs for this position.

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

This reclassification results in a revenue and expense decrease to the Risk Management fund of \$130

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

Approval of a classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes. Upon Board approval position #715054 Contract Specialist Senior (JCN 6031) to Procurement Analyst Senior (JCN 6111).

**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

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