



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-3 DATE 5/22/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 5/22/14
Agenda Item #: C.3
Est. Start Time: 10:15 am
Date Submitted: 5/13/14

BUDGET MODIFICATION DCM-14 Reclassifying a Property Appraiser 1 to a Program Supervisor as determined by Central Human Resources Classification Compensation unit.

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: Next available **Time Needed:** Consent
Department: County Management **Division:** DART
Contact(s): Shaun Coldwell
Phone: 988-8285 **Ext.** 88285 **I/O Address:** 503/4
Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of budget modification DCM-14 reclassifying a Property Appraiser 1 to a Program Supervisor.

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. DART is reorganizing in order to better align staffing guidelines as required by the Oregon Department of Revenue and this position is necessary to provide direct supervision of the commercial appraisal program. Class/comp reviewed the submitted job duties and description and concluded that Program Supervisor was the best fit for the position. The change impacts Program Offer 72034 DART Residential Property Appraisal.

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

This position is funded within existing resources.

Budget Modification ID: DCM 14

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2014

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	72-30	1000	72034	20		706405		60000	1,771,989	1,773,089	1,100		Prop Appr 1 to Prgm Sup for Posn 705139
2	72-30	1000	72034	20		706405		60130	612,363	612,748	385		Prop Appr 1 to Prgm Sup for Posn 705139
3	72-30	1000	72034	20		706405		60140	549,660	549,957	297		Prop Appr 1 to Prgm Sup for Posn 705139
4	72-30	1000	72034	20		706405		60170	10,500	8,718	(1,782)		Prop Appr 1 to Prgm Sup for Posn 705139
5										0			
6	72-80	3500	72020	20		705210		50316	(62,910,980)	(62,911,277)	(297)		Svc Reim to Risk
7	72-80	3500	72020	20		705210		60330	1,020,899	1,021,196	297		Claims Paid
8										0			
9										0			
10										0			
11										0			
12										0			
13										0			
14										0			
15										0			
16										0			
17										0			
18										0			
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

FM Side			PS/CO Side			Cost Element/Commitment		Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item		
General Fund Contingency				9500001000		60470	Reduce available General Fund Contingency	
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure	
xx-xx	xxxxx	0020						
Indirect								
Central								
xx-xx	xxxxx				xxx	60350	Indirect Expenditure	
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund	
19	1000	0020		9500001000		60470	CGF Contingency expenditure	
Departmental								
xxx	xxxxx			xxx	xxx	60355	Indirect Department Expenditure	
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund	
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund	
Telecommunications								
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure	
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement	
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund	
Data Processing								
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures	
78-70	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement	
78-70	3503	0020		709000		60240	Budgets offsetting expenditures	
Electronic Service Reimbursement								
xx-xx	xxxxx					60420	Departmental Electronics expenditure	
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement	
78-60	3501	0020		904200		60240	Budgets offsetting expenditure	
Motor Pool: Use this cost center if you are adding funds for motor pool use.								
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure	
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement	
78-30	3501	0020		904150		60240	Budgets offsetting expenditure	
Fleet: Use this cost center if you are adding funds for dedicated program cars.								
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure	
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement	
78-60	3501	0020		904100		60240	Budgets offsetting expenditure	
Building Management								
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure	
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement	
78-50	3505	0020		902575		60170	Budgets offsetting expenditure	
Insurance Service Reimbursement								
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure	
72-80	3500	0020		705210		50316	Insurance Revenue	
72-80	3500	0020		705210		60330	Offsetting expenditure	
Lease Payments to Capital Lease Retirement Fund								
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.	
Mail & Distribution								
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure	
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement	
78-20	3504	0020		904400		60230	Budgets offsetting expenditure	
Records								
xx-xx	xxxxx				xxx	60460	Records expenditure	
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement	
78-20	3504	0020		904500		60240	Budgets offsetting expenditure	



Department of County Management
MULTNOMAH COUNTY OREGON

Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: 05/09/2014
To: Randy Walruff, County Assessor
From: Susan Mullett, Classification and Compensation Unit (503/3/300) *Susan Mullett*
Request #: 2492
Position Number: 705139

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Received: 05/07/2014	Effective Date: 05/09/2014
Current Classification: Property Appraiser 1	Allocated Classification: Program Supervisor
Job Class Number: 6051	Job Class Number: 9361
Pay Grade: 21	Pay Grade: 124-126
	Pay Range: \$25.53 - \$39.40 Hourly \$53,305.44 - \$82,261.92 Annually

Position Information:

- Represented
- Vacant - see New/Vacant Section

Reason for Classification Decision:

This position in the Assessment, Recording and Taxation division (DART) is submitted as a reclassification from Property Appraiser 1 to Program Supervisor. DART is reorganizing in order to better align staffing guidelines as required by the Oregon Department of Revenue, utilize existing positions more effectively, adjust to increasingly technological change, meet span of control standards, and address succession planning, and risk litigation. Duties include exercise direct supervision over staff, including training and instructing assigned appraisers, appraiser technicians, and other assigned staff; develop and recommend improvements and modification to policies and procedures; assign and review work, including supervise the compilation and analysis of sales data, confer with the State staff on appraisal and assessment problems and statutes, and ensure proper pricing and valuation tables are set up and maintained in computer system; supervise the process of applications for cancellations and reappraisals and assist in the supervision of special valuation and tax billing of properties; assign and review the preparation of appraisal and assessment reports and assign appeals to staff; and approve the changes to the Assessment roll. Minimum qualifications shown include an equivalent to an Associate's degree in real estate, appraising, business or accounting, and four (4) years of commercial, residential or industrial real estate appraisal experience.

An analysis of the *Operations Supervisor (9025)*, *Program Supervisor (9361)*, and *Program Manager 1 (9615)* classifications was performed before making an allocation decision:

The *Operations Supervisor (9025)* classification is the first level supervisor in a two-level classification series. Employees in this class are working supervisors responsible for planning, organizing, and exercising supervision over the day-to-day activities of an operations or support section; and performing a variety of technical tasks relative to the assigned area of responsibility. Positions in this classification may exercise indirect control through lead workers or may exercise direct control over assigned staff. Operations functions range from general administrative functions such as managing clinic support activities; offices/work units with a large administrative support team; and/or managing an internal, more specialized work team such as medical records, finance/accounting, and technical records. The primary emphasis of this classification is on assigning work, establishing work schedules, and monitoring work performed by subordinates. Minimum qualifications include the equivalent to the completion of the twelfth grade supplemented by specialized office management or supervisory training; and three (3) years of increasingly responsible operations experience with one (1) year of lead or supervisory experience. This classification is

Division of Assessment, Recording & Taxation
Real Property Valuation - Residential
PROPOSED Functional Reporting Org Chart 5/5/14

DIRECTOR / ASSESSOR
 County Assessor - JCN 9806
 Randy Wahruff (702438)

SR VALUATION MANAGER
 (Chief Appraiser) JCN 9830
 Vacant (711631)

DATA ANALYST, SR.
 (JCN 6456)
 Gusulak, Kimberly (704457)

RESIDENTIAL VALUATION MANAGER
 Program Manager 1 (JCN 9815)
 Geoff Labile (703722)

RESIDENTIAL APPRAISAL SUPERVISOR
 Program Supervisor (JCN 9361)
 Vacant (705139)

RESIDENTIAL APPRAISAL SUPERVISOR
 Program Supervisor (JCN 9361)
 Babcock, David (703071)

RESIDENTIAL APPRAISAL SUPERVISOR
 Program Supervisor (JCN 9361)
 Weigel, Scarlet (703946)

PROPERTY APPRAISER 2/LEAD
 (JCN 6042)
 Brown, Jeffrey (706944)
 Dayton, Barry (705180)

PROPERTY APPRAISER 2
 (JCN 6042)
 Elliott, Scott (704361)
 Guttormsen, Sherri (706037)
 MacNeil, Brandon (701828)
 Watson, Michael (703873)

PROPERTY APPRAISER 1
 (JCN 6051)
 Vacant (700277)

TEMP POSITION .50 FTE
PROPERTY APPRAISER 2
 (JCN 6042)
 Vacant (715376)

PROPERTY APPRAISER 2/LEAD
 (JCN 6042)
 Burrell, Tina (702329)
 Carver, Scott (703161)

PROPERTY APPRAISER 2
 (JCN 6042)
 Collmer, Kenneth (702349)
 Hamm, Kurtis (702005)
 Head, Aaron (702468)
 Merrick, Becky (705089)
 Miller, Randall (712353)
 Pugh, Eric (706160)
 Sanders, Jeff (700825)

PROPERTY APPRAISER 1
 (JCN 6051)
 Whitehurst, Cole (704565)

PROPERTY APPRAISER 2/LEAD (JCN6042)
 Brown, Douglas 704529)
 Schafer, Robert (707631)

PROPERTY APPRAISER 2 (JCN 6042)
 Graff, Jesse (705241)
 James, John (701280)
 Leendertse, Jan (704665)
 Patton, Ronald (705241)
 Turner, Shane (701938)

PROPERTY APPRAISER 1
 (JCN 6051)
 Vacant (705828)

TEMP POSITIONS 1.34 FTE
PROPERTY APPRAISER 2 (JCN 6042)
 Vacant (713051)

A&T TECH 1 (JCN 6450)
 Vacant (703266)
 Vacant (715044)

31 FTE Permanent w/PM1 & Chief Appr
 1.84 FTE Temporary Budgeted