



# 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-05-16: Reclassifying a Budget Analyst Principal to a Budget Analyst in the Central Budget Office**

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

**Department:** 72 - County Management **Division:** Budget Office

**Contact(s):** Karyne Kieta (Shaun Coldwell)

**Phone:** 503-988-7968 **Ext.** x87968 **I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** Not applicable

## General Information

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

Requesting approval of the reclassification of a Budget Analyst Principal to a Budget Analyst, as recommended by Class Comp on request #3070.

### 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 finance and budget responsibilities within the department. Among other changes, it will enable the department to reclassify this position from the higher level Budget Analyst Principal to Budget Analyst.

This vacant position within the Budget Office in DCM is submitted for a reclassification from a Budget Analyst Principal to a Budget Analyst. This position will perform professional level financial analysis and will produce managerial reports and forecasting models. Duties include coordinating with DCM Senior Management in developing the division and department-wide annual budget, analyzing budget documentation, preparing budget presentations, monitoring division expenses/revenues and reporting variances, creating and maintaining DCM positions in SAP, maintaining DCM SAP structure, creating budget modification documents, providing fiscal impact documentation, monitoring year-end closing process, and providing guidance in interpreting budget related laws, ordinances, rules, regulations, policies and procedures.

This change impacts program offer 72001 Budget Office 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 the Budget Office. The insurance fund is reduced by \$1,174.

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

None.

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

None.

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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 \$1,174.

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

Insurance fund Claims budget is decreased by \$1,174.

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

Reclassification of a Budget Analyst Principal to Budget Analyst in the Central Budget Office.

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

Approve Class Comp reclassification recommendation #3070.

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