



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 # DCA-03-17: Reclass Engineer Services Mgr to Facilities Strategic Planning & Projects Manager

Requested Meeting Date: _____ Time Needed: Consent Agenda

Department: 78 - County Assets Division: Facilities & Property Management

Contact(s): Lisa Whedon & Jen Unruh

Phone: 988-7580 Ext. 87580 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 of County Assets is requesting Board Approval of budget modification DCA-03-17 reclassifying a vacant Engineering Services Manager 2 (Job Class #9672) to Facilities Strategic Planning & Projects Manager (Job Class # 9149). Position # 716283 in Program Offer 78211-17

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 request stems from a need that cannot be provided by the current classification, which resulted in Class/Comp creating a new classification in July 2016. The reclassification of this position will strengthen the natural progression and transition from strategic planning to new commercial building construction development and will align with the division's core competencies.

The position will provide countywide leadership in the implementation of the Strategic Planning, Design, and Construction Program and will be responsible for updating the Facilities Asset Strategic Plan (FASP); providing leadership and oversight of the project management teams responsible for new construction; coordinating with the State of Oregon for matching project funds, the City of Portland for permitting, and the neighborhood associations for addressing construction impacts to the area; preparing and presenting reports to the Board, state elected officials,

members of the Legislature, community stakeholders, and other stakeholders.

Presenting timely updates to the Board of County Commissioners; working with project teams to review potential options and reviewing the risks and rewards for each option; clarifying the scope of work; identifying potential funding sources; executing work as directed by the Board.

An analysis of the Engineering Services Manager 2 and the Facilities Strategic Planning & Projects Manager classifications was performed before making an allocation decision: The duties, responsibilities and qualifications support this position is allocated to Facilities Strategic Planning & Projects Manager (9149).

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

Personnel expenses are expected to remain budget neutral for FY17. The top of the range of the new classification is 10.8% higher than the old classification. In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments and merit increase. 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.

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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).

N/A

7. What budgets are increased/decreased?

This position change does not change any budget amount. Personnel cost remain the same.

8. What do the changes accomplish?

Approval of this management sponsored classification request will best reflect the duties of the position.

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

Yes, reclassification of a Engineering Services Manager 2 (Job Class #9672) to Facilities Strategic Planning & Projects Manager (Job Class # 9149). Position # 716283 in Program Offer 78211-17

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

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____