



# 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-01-16: Reclassify Human Resources Technician to Human Resources Analyst 1 in Central HR Talent Development

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

**Department:** 72 - County Management **Division:** Central HR

**Contact(s):** Travis Graves (Shaun Coldwell)

**Phone:** 503-988-6134 **Ext.** 86134 **I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** Consent Calendar

## General Information

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

This board action will reclassify a Human Resources Technician position to a Human Resources Analyst 1 in Central Human Resources, Talent Development program.

### 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 position reclassification was approved by the Board of County Commissioners on June 26, 2014, for Classification Compensation decision #2503. In constructing the FY 2016 budget, the former job class number was included instead of the updated reclassified job class number. This action will correct that error.

The position is filled, and the employee is receiving the higher level of compensation of the new job classification, as approved by the Board.

This action will impact program offers 72017A and 72020 for fiscal year 2016.

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

The costs of the reclassified position are increased by \$2,695 in salary and benefits, and will be balanced against a decrease in temporary and benefits. The adjustment to the insurance fund is \$88.

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

The reclassification was recommended for approval by the Class Comp section, as request #2503, and approved by the Board on June 26, 2014.

**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).**

The insurance fund revenue is being adjusted by \$88.

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

The Talent Development budget is balanced within the program. The insurance fund budget is being changed by \$88.

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

This formal action will correct the job class number for the position in Central HR.

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

Change in job class number.

**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

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