



# 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-16-15: Reclassifying a Data Analyst Sr to a Program Supervisor in the DART Applications Support Section**

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

**Department:** 72 - County Management **Division:** Division of Assessment, Recording & Taxation

**Contact(s):** Randy Walruff (Shaun Coldwell)

**Phone:** 503-988-4668 **Ext.** x84668 **I/O Address** \_\_\_\_\_

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

## General Information

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

The department is requesting board approval of budget modification DCM-16-15, transferring a Data Analyst Sr from the DART Applications Support program to the DART GIS/Cartography Program, and reclassifying the position to 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 Request #2863. The GIS/Cartography work group had an assigned Program Supervisor, but due to budget cuts and reduction in work load, the supervisor position was eliminated. DART has seen increased requests for GIS data and has converted to a new GIS software platform that now supports a business need for a Program Supervisor. This position will manage the GIS and Parcel Management program creating and maintaining official county maps for property taxation purposes, maintaining property information and property tax roll descriptions, and providing customer service to taxpayers, property owners, and the community.

A Data Analyst Sr position is being transferred from the DART Applications Support program offer 72037 to the DART GIS/Cartography program offer 72028, then reclassified.

This reclassification has been approved by the Class Comp section with an effective date of 4/17/2015. The position is currently vacant.

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

The current budgeted salary fits within the new range, the \$30,988 shift from program offer 72037 to program offer 72028 accounts for the final quarter of the fiscal year.

**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).**

None.

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

The Applications Support program is moving 0.25 FTE and \$30,988 to the GIS/Cartography program to provide a Program Supervisor position for April through June. Ongoing, 1.00 FTE will move from program offer 72037 to 72028.

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

This action will reclassify a position, according to the decision from Central Human Resources Classification Compensation Unit that best reflects the duties of this position.

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

Reclassification of a vacant position within the DART Applications Support program (program offer 72037).

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