



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

**APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS**

AGENDA # C-2 **DATE** 4/28/11
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 4/28/11

Agenda Item #: C.2

Est. Start Time: 9:30 am

BUDGET MODIFICATION: DCJ - 14

**BUDGET MODIFICATION # DCJ-14 Reclassifies a 1.00 FTE Finance Manager
Agenda to a 1.00 FTE Finance Supervisor in the Business Services Finance Unit as
Title: Determined by the Class/Comp Unit of Central Human Resources.**

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>April 28, 2011</u>	Amount of Time Needed:	<u>N/A</u>
Department:	<u>Dept. of Community Justice</u>	Division:	<u>Business Services</u>
Contact(s):	<u>Joyce Resare</u>		
Phone:	<u>503-988-3961</u>	Ext.	<u>83961</u>
	I/O Address:		<u>503 / 250</u>
Presenter Name(s) & Title(s):	<u>Consent Calendar</u>		

General Information

1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval of a budget modification to reclassify a 1.00 FTE Finance Manager (9336) position which has been reviewed by the Class/Comp Unit of Central Human Resources.

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.

Reclassification of a 1.00 FTE Finance Manager [9336] position to a Finance Supervisor [9335] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on March 30, 2011 to be effective March 30, 2011.

This position plans, manages and directs the work of the Finance Unit of DCJ by setting priorities and direction based on the audit, analysis, and evaluation of a full range of fiscal records, systems, policies and/or procedures. The position recommends financial practices and procedures; develops

and implements auditing systems; conducts audits to ensure compliance with County Administrative Rules and adherence to Generally Accepted Accounting Principles. The position is responsible for grant budgeting and accounting, accounts payable and receivable, revenue budgeting, Medicaid billing, travel coordination, cash receipts management, and supervision fee collection; and works with federal, state and municipal governments on financial issues related to these areas. The position coordinates staff and activities with other County financial services to ensure compliance with established policies, objectives, program priorities and applicable laws, rules and regulations. Additionally, this position oversees the Administrative Unit which provides front desk coverage and timekeeping. The purpose, responsibilities and qualifications of this position are consistent with the Finance Supervisor (9335) classification.

This position is part of FY 2011 Program Offer 50001 – DCJ Business Services.

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

There is no fiscal impact for current year FY 2011 because the pay scale ranges for these two positions overlap. This position is ongoing and is expected to be included in the FY 2012 budget submittal.

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

It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other nonmerit factor.

5. Explain any citizen and/or other government participation that has or will take place.

N/A

ATTACHMENT A

Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **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

- **What budgets are increased/decreased?**

N/A

- **What do the changes accomplish?**

Approval of a reclassification decision from the Class/Comp Unit of Central Human Resources.

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

No, this position is currently vacant.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

- **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

- 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 (i.e. cash match, in kind match, reporting requirements etc)?

N/A

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

ATTACHMENT B

BUDGET MODIFICATION: DCJ - 14

Required Signatures

Elected Official or
Department/
Agency Director:



Date: 4/12/11

Scott Taylor

Budget Analyst:



Date: 4/12/11

Shannon Busby

Department HR:



Date: 4/12/11

James Opoka

Countywide HR:



Date: 4/12/11

Candace Busby