



**Multnomah County**  
**Agenda Placement Request**  
**Budget Modification**  
(FY 2018)

**Board Clerk Use Only**

**Meeting Date:** \_\_\_\_\_

**Agenda Item #:** \_\_\_\_\_

**Est. Start Time:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCM-06-18: Reclassification of two Finance Specialist 1 positions to Finance Specialist 2 positions

**Requested Meeting Date:** \_\_\_\_\_

**Time Needed:** \_\_\_\_\_

**Department:** 72 - County Management

**Division:** Division of Assessment,  
Revenue and Taxation

**Contact(s):** Mike Vaughn

**Phone:** 5039887325      **Ext.** 87325      **I/O Address** 503/2

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

**General Information**

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

Approval of reclassification #4054 and 4055 as recommended by the Class Comp section of Central HR, for positions 703123 and 700734. These Finance Specialist 1 positions are being reclassified to Finance Specialist 2 positions effective December 2, 2017.

**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 supervisor-initiated request in the Department of County Management's Division of Assessment, Recording, and Taxation (DART) is requested for reclassification of two Finance Specialist 1's to Finance Specialist 2's as the result of higher-level duties being added to the positions. The purpose of the positions is to act as a professional level accountant for DART revenue management and provide analysis of financial transactions on behalf of all DART programs.

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

This action increases personnel costs to Program Offer 72027 by \$5,858 for fiscal year 2018 offset by a reduction in supplies. The top range of the new classification is 15.9% higher than the current classification. It is anticipated that in subsequent fiscal years the financial impact of the reclassification's will be covered within existing resources.

**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).**

Risk Fund increased by \$299 due to personnel budget changes.

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

The Risk Fund increases by \$299.

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

Reclassification.

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

NA

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