



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # 26 DATE 2/3/11  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 2/3/11  
Agenda Item #: C-6  
Est. Start Time: 9:30 am

## BUDGET MODIFICATION: DCS- 03

**BUDGET MODIFICATION # DCS-03 Reclassifying a Finance Technician  
Agenda Position to a Finance Specialist 1 as Determined by the Class/Comp Unit of  
Title: 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: February 3, 2011 Amount of Time Needed: Consent  
Department: Community Services Division: Budget and Operation Suppt  
Contact(s): Jerry Elliott  
Phone: (503) 988-4624 Ext. 84624 I/O Address: 455/2/224  
Presenter Name(s) & Title(s): N/A

## General Information

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

The Department is requesting the Board approve a budget modification for the reclassification of a Finance Technician to a Finance Specialist 1 in the Budget and Operations Support division as determined 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.

As a result of organization changes designed to improve the financial functions of this group, the responsibilities of this position have changed. Management requested the Class/Comp Unit of Central Human Resource to review the positions. After this review, the Class/Comp Unit of Central Human Resource determined the appropriate classification for this position is a Finance Specialist 1. This budget modification will change the budget to correctly classify this position and the incumbent.

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

Budget Modification APR  
Submit to Board Clerk

Budget modification detail is attached. This will increase the personnel expense budget in FY11. In future years this position will have increases due to COLA, step increases and increased benefit

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

None

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

N/A

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## ATTACHMENT A

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### Budget Modification

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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).**

No change to revenue.

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

This budget modification will increase salaries, insurance and benefits by \$5,160. This increase is offset by an equivalent reduction to Supplies.

- **What do the changes accomplish?**

This budget modification implements the results of the position classification as determined by the Class/Comp unit of Central Human Resources.

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

Reclassification of position with the incumbent.

- **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

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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## ATTACHMENT B

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**BUDGET MODIFICATION: DCS- 03**

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### Required Signatures

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**Elected Official  
or Department/  
Agency Director:**



**Date:** 1/19/11

Jerry Elliot



**Budget Analyst:**

Ching Hay

**Date:** 1/19/11

**Department HR:**

/s/ Jerry D Petty

**Date:** 1/19/11



1/19/11

**Countywide HR:**

Candace J Busby

**Date:**

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**Budget Modification APR  
Submit to Board Clerk**

## ATTACHMENT B

BUDGET MODIFICATION: DCS- 03

### Required Signatures

Elected Official or  
Department/  
Agency Director:

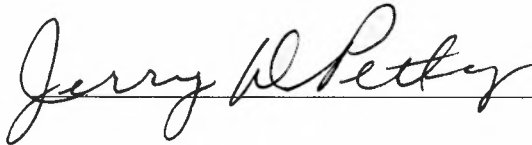


Date: 1/19/11

Budget Analyst:

Date: \_\_\_\_\_

Department HR:



Date: 1-19-11

Countywide HR:



Date: 1/19/2011

Budget Modification APR  
Submit to Board Clerk

**ANNUALIZED PERSONNEL CHANGE**

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1509	6021	64890	905600	Finance Technician	709835	(1.00)	(35,935)	(10,457)	(15,714)	(62,106)
1509	6029	64890	905600	Finance Specialist 1	709835	1.00	38,920	11,326	17,019	67,265
										0
										0
										0
										0
										0
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										0
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										0
TOTAL ANNUALIZED CHANGES						0.00	2,986	869	1,305	5,159

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1509	6021	64890	905600	Finance Technician	709835	(1.00)	(35,934)	(10,457)	(15,714)	(62,105)
1509	6029	64890	905600	Finance Specialist 1	709835	1.00	38,920	11,326	17,019	67,265
										0
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										0
TOTAL CURRENT FY CHANGES						0.00	2,986	869	1,305	5,160

Budget Modification ID: **DCS - 03****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2011

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	90-55	1509		80		905600		60000	1,339,429	1,342,415	2,986		Base Pay
2	90-55	1509		80		905600		60130	403,492	404,361	869		Fringe
3	90-55	1509		80		905600		60140	352,316	353,621	1,305		Insurance
4	90-55	1509		80		905600		60260	24,700	19,540	(5,160)	0	
5													
6	72-10	3500		20		705210		50316		(869)			Risk Fund
7	72-10	3500		20		705210		60330		869			Risk Fund
8										0			
9										0			
10										0			
11										0			
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25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL