



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 03/25/11)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.1 DATE 7-21-11  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date:	7/28/11 <sup>31</sup>
Agenda Item #:	<b>C.1 REVISED</b>
Est. Start Time:	9:30 am
Date Submitted:	7/20/11

**BUDGET MODIFICATION: DCS-01 REVISED**

<b>BUDGET MODIFICATION # DCS-01 Reclassifying an Administrative Services Officer Position to an Administrative Analyst as Determined by the Class/Comp Title: Unit of Central Human Resources.</b>
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*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	<u>July 28, 2011</u>	<b>Amount of Time Needed:</b>	<u>Consent</u>
<b>Department:</b>	<u>Community Services</u>	<b>Division:</b>	<u>Budget &amp; Ops Support</u>
<b>Contact(s):</b>	<u>Jerry Elliott</u>		
<b>Phone:</b>	<u>(503) 988-4624</u>	<b>Ext.</b>	<u>84624</u>
		<b>I/O Address:</b>	<u>455/2/224</u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>N/A</u>		

**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 an Administrative Services Officer to an Administrative Analyst 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.**

During span of control discussion as part of Multnomah Evolves, it was decided the organization could be more effective if this Administrative Services Officer position no longer was in a supervisory classification. Supervisory responsibilities were removed from the job description and a request was submitted by management to the Class/Comp unit of Central Human Resources to determine the appropriate classification of the newly described position. It was determined that it best fit the Administrative Analyst classification. This determination was made after the FY11 Budget was adopted by the Board so a budget modification is necessary to properly account for this

change.

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

Personnel expense will be decreased by \$23,145 in the current year. Similar personnel expense savings will be realized in future years.

**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.**

None

## 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).**

No change to revenue

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

Decrease Personnel expense and associated expense with an offsetting increase to General Fund Contingency of \$23,145.

- **What do the changes accomplish?**

This budget modification increases the span of control ratio for this division and implements the resulting reclassification of this position as determined by the Class/Comp unit of Central Human Resources.

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

Yes, the incumbent will be voluntarily demoted from an Administrative Services Officer to an Administrative Analyst.

- **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: DCS - 01**

**Required Signatures**

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

*M. Cecilia Johnson*

**Date:**

**Budget Analyst:**

*[Signature]*

**Date:**

**Department HR:**

*Jerry D. Petty*

**Date:**

**Countywide HR:**

*[Signature]*

**Date:**

Budget Modification ID: DCS-01

## 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: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	91-51	1000	91011	20		901002		60000	154,171	137,573	(16,598)		Decrease Salary
2	91-51	1000	91011	20		901002		60130	46,128	41,033	(5,095)		Decrease Fringe
3	91-51	1000	91011	20		901002		60140	54,116	52,664	(1,452)		Decrease Insurance
4	19	1000		20		9500001000		60470	0	23,145	23,145	0	contingency
5										0			
6	72-10	3500		20		705210		50316		1,452	1,452		Insurance Revenue
7	72-10	3500		20		705210		60330		(1,452)	(1,452)	0	Offsetting expenditure
8										0			
9										0			
10	Revised from Original									0			
11										0			
12										0			
13										0			
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26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

Budget Modification ID: DCS-01

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1	91-51	1000	91011	20		901002		60000	154,171	137,573	(16,598)		Decrease Salary
2	91-51	1000	91011	20		901002		60130	46,128	41,033	(5,095)		Decrease Fringe
3	91-51	1000	91011	20		901002		60140	54,116	52,664	(1,452)		Decrease Insurance
4	91-51	1000	91011	20		901002		60260	0	23,145	23,145	0	Increase Travel & Training
5										0			
6	72-10	3500		20		705210		50316		1,452	1,452		Insurance Revenue
7	72-10	3500		20		705210		60330		(1,452)	(1,452)	0	Offsetting expenditure
8										0			
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											0	0	Total - Page 1
											0	0	GRAND TOTAL



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
 Human Resources

Multnomah Building  
 501 SE Hawthorne, Suite 300  
 Portland, Oregon 97214  
 (503) 988-5015 Phone

To: Gerald Elliott, DCS - Finance  
 From: Leila Wrathall, Candace Busby Classification and Compensation Unit (503/3/300)  
 Date: June 17, 2011  
 Subject: Reclassification Request #1706 (700791 - Farmer)

We have completed our review of your request and the decision is outlined below.

**Request Information:**

Date Request Received: April 26, 2011	Position Number: 700791
Current Classification: Admin Services Officer	Requested Classification: Program Dev Splst SR
Job Class Number: 9607	Job Class Number: 6088
Pay Grade: 126	Pay Grade: 31

Request is:  Approved - Revised      Effective Date: July 1, 2011

Allocated Classification: Administrative Analyst	Job Class Number: 6033
Pay Range: \$50,717.52 to \$62,410.32 annually	Pay Grade: 26

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described. Further, this allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

**Position Information:**

Position Reclassified       Represented

The sole change to this position is removal of management responsibilities effective July 1, 2011. In order for an employee to be reclassified with her/his position, the change in duties, authority and responsibility must occur gradually over a period of time; and the employee must have been performing the new duties for at least six (6) months prior to the reclassification request. The employee must also meet the minimum qualifications for the new classification. Per MC Personnel Rule 5-50-055, when a position is reclassified downward, and the incumbent is not reclassified with the position, the position is considered vacant and will be filled according to the personnel rules and contractual procedures. The department has authority to allow the employee to voluntarily demote into the reclassified position, and pay is reduced to the top of the new pay scale in accordance with the personnel rules. Please also refer to MCPR 4-80 Reduction in Management Work Force.

**Reason for Classification Decision:**

The department's reason for requesting this reclassification was that "During span of control discussion (sic) as part of Multnomah Evolves, it was decided the organization could be more effective if this position no longer was in a supervisory classification." The duties and responsibilities of this position remain unchanged with the exception that supervision of employees was modified to to be a functional and technical role. DCS requested this position be reclassified to a Program Development Specialist Senior (PDS/SR). PDS/SRs perform the most difficult, highly visible, and responsible types of program assignments that include the provision of major organizational, policy and program analysis, planning and development. Programs assigned to PDS/SR's are significant, extremely complex in nature and require astute, often sensitive/delicate coordination of interdivisional and interagency agreements. After reviewing the position description and conducting a desk audit with Mr. Farmer and Mr. Elliott, the position purpose and duties were compared to the Administrative Analyst classification as well. Administrative Analysts perform a variety of responsible professional, technical and analytical work within a division or department. These services are

typically in the areas of finance administration, personnel administration, management analysis, training, purchasing, contract management, property management, public information, data management, office support and other related services and functions.

Mr. Farmer summarizes the purpose of his position well when he explains his position coordinates the development, planning, coordination, analysis and implementation of administrative activities for the Land Use and Transportation Program and provides support to the Animal Services and Elections programs within DCS as needed. He sets goals, monitors progress and quality of administrative services and coordinates data management functions. He develops timelines, resource allocation and budgets for these administrative support activities and develops recommendations to achieve program goals. Mr. Farmer coordinates the legal notification and legislative submittals to the Board of County Commissioners and Planning Commission and provides administration of quasi-judicial activities related to the Land Use Planning Program. He develops and maintains electronic information for program internet sites, coordinates public notification processes and is responsible for the coordination of complex interdivisional and interagency policies and agreements. During a desk audit on May 25, 2011 Mr. Farmer clarified that this last duty refers to developing countywide sustainability policies as the DCS liaison to the county Office of Sustainability. This constitutes less than 10% of his duties and has decreased with the hiring of additional staff in the Office of Sustainability.

Further analysis of the essential functions and decision making information supports Mr. Farmer's position having more administrative support focus rather than major program responsibilities required of PDS/SRs. The described responsibilities are primarily administrative in nature and consist of very few activities providing major organizational, policy and program analysis, planning and development assignments typically performed by PDS/SRs. The administrative nature of this position was confirmed during interviews with Mr. Farmer and Mr. Elliott. Qualifications from the position description are a Bachelor's degree and five years of increasingly responsible experience in business process development and public agency experience. The ability to work independently and provide functional supervision within the operations team are critical as the tasks performed are highly visible to customers within the county and the public. These qualifications span both PDS/SR, and Administrative Analyst series (although the Administrative Analyst series has lesser MQs), and are consistent with Mr. Farmer's experience. This position provides a variety of responsible administrative, professional, technical and analytical work in support of the assigned programs rather than major organizational, policy and program analysis, planning and development for these programs. Therefore this position's responsibilities best fit the represented Administrative Analyst (6033) classification.

This classification decision moves the position from a management classification to a classification represented by Local 88, from FLSA exempt to FLSA non-exempt status and from management benefits to represented benefits. Please contact the Benefits office for details of the benefits changes. Because this position's classification is changed from management to represented status the classification outcome is not subject to the Local 88 grievance process.

If you have any questions, please feel free to contact Leila Wrathall via email at [Leila.wrathall@multco.us](mailto:Leila.wrathall@multco.us) or Candace Busby at 503-988-5015 ext. 24422.

cc: Jerry Petty, HR Manager                      Monique Coleman-Riley, HR Maintainer  
Caren Cox, County Benefits                  Bryan Lally, Local 88  
Class Comp File Copy

**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
1000	9607	63555	901002	Administrative Services Officer	700719	(1.00)	(79,008)	(24,255)	(20,455)	(123,718)
1000	6026	63555	901002	Administrative Analyst	700719	1.00	62,410	19,160	19,003	100,573
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<b>TOTAL ANNUALIZED CHANGES</b>						<b>0.00</b>	<b>(16,598)</b>	<b>(5,095)</b>	<b>(1,452)</b>	<b>(23,145)</b>

**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
1000	9607	63555	901002	Administrative Services Officer	700719	(1.00)	(79,008)	(24,255)	(20,455)	(123,718)
1000	6026	63555	901002	Administrative Analyst	700719	1.00	62,410	19,160	19,003	100,573
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<b>TOTAL CURRENT FY CHANGES</b>						<b>0.00</b>	<b>(16,598)</b>	<b>(5,095)</b>	<b>(1,452)</b>	<b>(23,145)</b>