



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 11/5/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/5/15
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 10/21/15

Agenda Title: BUDGET MODIFICATION # DCA-11-16: Reclass an Operations Supervisor to Program Supervisor in Program Offers 78002-16 & 78042-16

Requested Meeting Date: November 5, 2015 Time Needed: Consent Calendar

Department: 78 - County Assets Division: Distribution Services

Contact(s): Lisa Whedon and Deirdre Mahoney-Clark

Phone: 988-7580 Ext. 87580 I/O Address 503/4

Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

The department of County Assets is requesting board approval of budget modification DCA-11-16 reclassifying an Operations Supervisor to Program Supervisor position 703921.

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 Class/Comp decision #3174; a reclassification request initiated by management. This reclassification from an Operations Supervisor to a Program Supervisor is a result of a gradual assumption of duties and responsibilities that has occurred since July 2014. Significant business changes have impacted this position and its duties and responsibilities to the County's Motor Pool Program and Distribution Services. Duties and responsibilities that were added to this position include development of strategies and methods, financial management; client needs assessment, mail/postal and logistical subject matter expert, development and administration of the program's budget, and evaluation and management of the workforce. An analysis of the Operations Supervisor, Operations Administrator, Program Specialist Senior, and Program Supervisor classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support that this position is allocated to Program Supervisor (9361).

The program offers affected are 78002-16 & 78042-16.

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

Personnel expenses are expected to remain budget neutral for FY16. In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The financial impact of the new classification will be funded within the ongoing department's budget.

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

n/a

5. Explain any citizen or other government participation.

n/a

Budget Modification

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).

n/a

7. What budgets are increased/decreased?

n/a

8. What do the changes accomplish?

Approval of a classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes, reclassification of an Operations Supervisor to a Program Supervisor.

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

n/a

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?

n/a

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)?

n/a

Required Signature

**Elected Official or
Dept. Director:** Sherry Swackhamer /s/

Date: 10/19/15

Budget Analyst: Ching Hay /s/

Date: 10/21/15

Department HR: Prudence Veach /s/

Date: 10/20/15

Countywide HR: Karie Miller /s/

Date: 10/19/15

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCA-11-16

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	78002-16	3505	78-50	0020	902000	60000 - Permanent	406,308	406,308	0	
2	78002-16	3505	78-50	0020	902000	60130 - Salary Related Expns	139,040	139,040	0	
3	78002-16	3505	78-50	0020	902000	60140 - Insurance Benefits	85,777	85,777	0	
3505 Total										0
78-50 Total										0
Program Offer Number 78002-16 Total										0
4	78042-16	3504	78-20	0020	904400	60000 - Permanent	317,236	317,236	0	
5	78042-16	3504	78-20	0020	904400	60130 - Salary Related Expns	101,198	101,198	0	
6	78042-16	3504	78-20	0020	904400	60140 - Insurance Benefits	119,939	119,939	0	
3504 Total										0
78-20 Total										0
Program Offer Number 78042-16 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCA-11-16

Annualized Personnel Changes

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

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
703921	9025	Operations Supervisor		3505	902000	(0.25)	(16,917)	(5,022)	(4,764)	(26,703)
703921	9025	Operations Supervisor		3504	904400	(0.75)	(50,750)	(15,067)	(14,293)	(80,110)
703921	9361	Program Supervisor		3505	902000	0.25	16,917	5,022	4,764	26,703
703921	9361	Program Supervisor		3504	904400	0.75	50,750	15,068	14,293	80,111
Total Annualized Changes:						0.00		\$1		\$1

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
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703921	9361	Program Supervisor		3505	902000	0.25	16,917	5,022	4,764	26,703
703921	9361	Program Supervisor		3504	904400	0.75	50,750	15,068	14,293	80,111
Total Current FY Changes:						0.00	\$0	\$1	\$0	\$1