



MULTNOMAH COUNTY

AGENDA PLACEMENT REQUEST (revised 09/22/08)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 1-14-2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 01/14/2010
Agenda Item #: C-2
Est. Start Time: 9:30 AM
Date Submitted: 01/05/2010

BUDGET MODIFICATION: NOND - 07

BUDGET MODIFICATION NOND-07 Reclassifying One Position in
Agenda Information Technology, as Determined by the Class/Comp Unit of Central
Title: Human Resources

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.

Requested Meeting	<u>January 14, 2010</u>	Amount of Time Needed:	<u>N/A (Consent)</u>
Department:	<u>Non-Departmental</u>	Division:	<u>Information Technology</u>
Contact(s):	<u>Richard Martinez</u>		
Phone:	<u>(503) 988-4528</u>	Ext.	<u>84528</u>
		I/O Address:	<u>503 / 4</u>
Presenter(s):	<u>N/A</u>		

General Information

1. What action are you requesting from the Board?

The Information Technology is requesting Board approval of a budget modification authorizing the reclassification of one position, 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.

Information Technology (IT) requests Board approval of a reclassification request for the following position.

Position Title (Old)	Position Title (New)	Position Number	FTE
Development Analyst Sr	HR Analyst 2	712636	No FTE Change

Information Technology requested the Central Class Compensation Unit to examine the duties of this position. The HR Analyst 2 will be responsible for enhancing employee capacity to make

intelligent use of technology applications and decrease reliance on the IT Help Desk by way of training.

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

The reclassification request is being accomplished within current resources for FY 2010. Ongoing expenses for these positions will be recovered via standard service rates.

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

The reclassification, for which approval is sought in this request, has been reviewed by the Human Resources Division.

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

NA

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?**
Risk Management revenue increased (decrease) by (\$600).
- **What budgets are increased/decreased?**
Risk Management budget increased (decrease) by (\$600).
- **What do the changes accomplish?**
Reclassification of one position.
- **Do any personnel actions result from this budget modification? Explain.**
Reclassification of one position.
- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**
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?**
N/A
- **If a grant, when the grant expires, what are funding plans?**
N/A

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

ATTACHMENT B

BUDGET MODIFICATION: NOND – 07

Required Signatures

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



Date: 01/05/2010

Sherry Swackhamer

Budget Analyst:



Date: 01/05/2010

Julie Neburka

Department HR:

Date:

Countywide HR:



Date: 12/10/2009

Elisabeth S. Nunes

Budget Modification ID: **NOND - 07**

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: 2010

[illegible]

ANNUALIZED PERSONNEL CHANGEChange 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
3503	6406	63375	709130	Development Analyst Sr	712636	(1.00)	(77,570)	(24,412)	(17,124)	(119,106)
3503	9670	61307	709130	HR Analyst 2	712636	1.00	69,573	21,894	16,524	107,991
										0
										0
										0
										0
										0
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										0
										0
TOTAL ANNUALIZED CHANGES						0.00	(7,998)	(2,518)	(600)	(11,115)

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate 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
3503	6406	63375	709130	Development Analyst Sr	712636	(1.00)	(77,570)	(24,412)	(17,124)	(119,106)
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										0
TOTAL CURRENT FY CHANGES						0.00	(7,998)	(2,518)	(600)	(11,115)



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To: Wayne Scott, DCM, Central HR, Talent Development
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4)
Date: December 10, 2009
Subject: Reclassification Request #1368 (NEW TBD)

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

Request Information:

Date Request Received: December 1, 2009	Position Number: 712636
Current Classification: Development Analyst Sr.	Requested Classification: TBD
Job Class Number: 6406	Job Class Number: TBD
Pay Grade: 37	Pay Grade: TBD

Request is:	<input checked="" type="checkbox"/> Approved as Requested	Effective Date: December 10, 2009
	<input type="checkbox"/> Approved - Revised	
	<input type="checkbox"/> Denied	

Allocated Classification: HR Analyst 2	Job Class Number: 9670
Pay Range: \$49,696.23 - \$69,572.50 annually	Pay Grade: 124

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.

Position Information:

☒ Vacant - see New/Vacant Section
☐ Filled & incumbent reclassified - see Employee Information Section
☐ Filled & incumbent not reclassified with position See New/Vacant Section

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

This new position will be responsible for enhancing employee capacity to make intelligent use of technology applications and decrease reliance on the IT Help Desk by way of training. Essential job functions include developing and delivering training courses; assisting in developing and implementing online training and events; communicating internally on behalf of Talent Development using diverse media; and assisting in strategic planning for the use of technology.

A Human Resources Analyst 2 provides professional and technical support in a single human resources area within central human resources and may perform duties of a specialist with advanced knowledge of a single discipline. The work has frequent variations of moderate to high levels of complexity. Duties may include providing technical support, advice and counsel; and designing, implementing, and delivering training sessions to meet County or department needs.

Considering these and other responsibilities, this new position best fits the criteria for Human Resources Analyst 2 (9670).

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22342.

cc:	Sherry Swackhamer, CIO	Local 88
	Karin Lamberton, HR Manager	Class Comp File Copy
	Leola Warner & Jaci Burns, HR Maintainers	