



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-3 DATE 1/19/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 1/12/17¹⁹
Agenda Item #: C.3
Est. Start Time: 9:30 am
Date Submitted: 12/19/16

Agenda Title: BUDGET MODIFICATION # DCA-20-17: Reclass Facilities Specialist 2 to Facilities Specialist 3

Requested Meeting Date: January 5, 2017 **Time Needed:** Consent Agenda
Department: 78 - County Assets **Division:** Facilities & Property Management Capital Program

Contact(s): Lisa Whedon

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

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

General Information

1. What action are you requesting from the Board?

The department of County Assets is requesting Board approval of budget modification DCA-20-17 reclassifying a Facilities Specialist 2 position (708312)(6017) in Program Offer 78204-17 - Facilities Capital Operation Costs to a Facilities Specialist 3 position (6016).

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 # 3624 a reclassification initiated by employee. This employee-initiated request in the Department of County Assets, Facilities & Property Management division is for reclassification from a Facilities Specialist 2 to a Facilities Specialist 3 as a result of a gradual assumption of higher-level duties and responsibilities that have occurred since May 2016. The position has responsibility for many projects that are multi-trade, complex, and have large budgets. The position performs professional project manager level duties involving project development, planning, design, and construction for new construction, capital maintenance, building renovation, and moves/adds/changes projects for county facilities.

An analysis of the Facilities Specialist 2 and Facilities Specialist 3 was performed before making an allocation decision; The duties, responsibilities and qualifications support this position best fits

the Facilities Specialist 3 (6016) classification.

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

Personnel expense is expected to remain budget neutral in FY17. The original Facilities Specialist 2 position at step 8 is the same wage as the reclassified Facilities Specialist 3 at step 5.

The current top step of the new classification is 9.25% greater than the top step of the original position.

In subsequent fiscal years the reclassified position will be subject to the approved cost of living adjustments (COLA). 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 reclassification from the Human Resources Classification Compensation unit will best reflect the duties of the position.

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

Yes, reclassification of position #708312- Facilities Specialist 2 position (6017) to a Facilities Specialist 3 position (6016) in Program Offer 78204-17 - Facilities Capital Operation Costs.

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:** 12/14/16

Budget Analyst: Ching Hay /s/ **Date:** 12/19/16

Department HR: Prudence Veach /s/ **Date:** 12/14/16

Countywide HR: Karie Miller /s/ **Date:** 12/14/16

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-20-17

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	78204-17	3505	78-50	0020	902500	60000 - Permanent	802,354	802,354	0	
2	78204-17	3505	78-50	0020	902500	60130 - Salary Related Expns	285,610	285,610	0	
3	78204-17	3505	78-50	0020	902500	60140 - Insurance Benefits	211,716	211,716	0	
3505 Total										0
78-50 Total										0
Program Offer Number 78204-17 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-20-17

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
708312	6016	Facilities Specialist 3		3505	902500	1.00	74,897	27,232	20,431	122,560
708312	6017	Facilities Specialist 2		3505	902500	(1.00)	(74,895)	(27,232)	(20,431)	(122,558)
Total Annualized Changes:						0.00	\$2			\$2

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
708312	6016	Facilities Specialist 3		3505	902500	1.00	74,897	27,232	20,431	122,560
708312	6017	Facilities Specialist 2		3505	902500	(1.00)	(74,895)	(27,232)	(20,431)	(122,558)
Total Current FY Changes:						0.00	\$2	\$0	\$0	\$2