



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCA-01-17: Reclass an Engineer 3 Vacant Position to Project Manager in DCA Facilities

Requested Meeting Date: _____ **Time Needed:** Consent Calendar

Department: 78 - County Assets **Division:** Facilities & Property
Management Construction
Mgmt & Design

Contact(s): Lisa Whedon and Jen Unruh

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-01-17 reclassifying a vacant Engineer 3 position (6311) Program Offer 78211-17 to a Project Manager position (6063). Position #716574 Program Offer 78210-17.

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 vacant position in the Facilities Construction Management and Design section of the Department of County Assets is requested for reclassification from an Engineer 3 to a Project Manager in the Facilities Strategic Planning and Projects section to focus on highly technical project management for projects such as the Health Department Headquarters and the Multnomah County Courthouse.

The Project Manager (6063) classification oversees the development, planning, coordination, administration, and implementation of major projects within established Master Plans/Master Schedules that detail timelines, resources and budgets. Incumbents utilize project management principles, techniques, and change management processes to set project goals, monitor progress and quality of outcomes ensuring delivery of results, facilitate collaboration and consensus building

among stakeholders, maintain technical project and compliance documentation, and oversee matrixed teams temporarily assigned to work on the project
Class Comp letter #3400 an analysis of the Program Coordinator, Project Manager, and Project Manager (NR) classifications was performed before making an allocation decision: The duties, responsibilities and qualifications support the position as a Project Manager (6063)

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

Personnel expenses are expected to decrease \$16,099 in FY17.

The current top step of the new classification is 16.29% less than the top step of the original position.

This will be off set by an increase in supplies \$8,050 and overtime \$8,049 expense cost elements.

The fund balance is not changed.

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.

As a result of the decrease in personnel cost the Risk Management program offer 72020-17 decreases by \$846.

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).

As a result of the decrease in personnel cost the Risk Management program offer 72020-17 cost element 50316 will decrease by \$846.

7. What budgets are increased/decreased?

Personnel expenses are expected to decrease \$16,099 in FY17.

This will be off set by an increase in supplies \$8,050 and overtime \$8,049 expense cost elements.

8. What do the changes accomplish?

Approval of this classification request will best reflect the duties of the position.

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

Yes, reclassification of a vacant Engineer 3 position (6311) in Program Offer 78211-17 to a Project Manager position (6063). Position #716574 in Program Offer 78210-17.

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: _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____