



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

Board Clerk Use Only

Meeting Date: 9/26/13
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 9/18/13

Agenda Title: BUDGET MODIFICATION DCA-07 correcting a job classification number in the DCA Administrative Human Resources Unit

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: Next available
Department: County Assets
Contact(s): Julie Neburka
Phone: 988-3312 Ext. 27351
Presenter Name(s) & Title(s): N/A
Time Needed: Consent
Division: Human Resources
I/O Address: 503/4

General Information

1. What action are you requesting from the Board?

The department is requesting board approval of budget modification DCA-07 correcting a job classification number error in the adopted budget.

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.

A position job classification was incorrectly identified in the adopted budget and this action corrects the oversight. The position was mistakenly budgeted as a Human Resource Manager 2 and the correct classification is Human Resource Analyst Senior. This change impacts program offer 72039 Administrative HUB Human Resources.

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

N/A

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

N/A

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

N/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).**
N/A
- **What budgets are increased/decreased?**
N/A
- **What do the changes accomplish?**
Corrects a budgetary oversight regarding the correct job classification of an existing position.
- **Do any personnel actions result from this budget modification? Explain.**
Yes, a Human Resource Manager 2 is corrected to a Human Resource Analyst Senior.
- **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

<i>NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i>
--

Required Signatures

**Elected Official
or Dept Director:** Sherry Swackhamer \s\ **Date:** 9/17/13

Budget Analyst: Jennifer Unruh \s\ **Date:** 9/17/13