



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-8 DATE 9/4/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/4/14

Agenda Item #: C.8

Est. Start Time: 9:30 am

Date Submitted: 8/27/14

Agenda Title: **BUDGET MODIFICATION # DCA-02-15: Conversion of a Human Resources Analyst 2 to a Human Resources Analyst Senior**

Requested Meeting Date: Next available Time Needed: Consent Calendar

Department: 78 - County Assets Division: Information Technology

Contact(s): Shaun Coldwell or Chris Brower

Phone: 988-3312 or 988-4001 Ext. 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 is requesting board approval of budget modification reclassifying a Human Resources Analyst 2 to a Human Resources Analyst Senior.

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 a Class/Comp decision (#2504); a reclassification request initiated by management. This position is the eLearning Developer and Project Manager and regular duties assigned to this position have significantly evolved as business needs have changed. This position functions as the lead administrator of the County's eLearning Management System (Multco Learns) and is responsible for developing standards, strategies, and technologies that leverage digital media to educate, instruct, and disseminate critical knowledge to all employees. Class/Comp reviewed the submitted job duties and description and concluded that the Human Resources Analyst Senior was the best fit for the position. Program offer 78034-15 is affected.

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

The annual fiscal impact for FY15 will be an increase of about \$5,834. This will be offset by a decrease in the IT administration budget, which is in the same program offer and fund center. Ongoing, the annual fiscal impact will be accounted for within future budgets.

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 a Human Resources Analyst 2 to a Human Resources Analyst Senior.

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: 8/22/14

Budget Analyst: Jennifer Unruh /s/

Date: 8/27/14

Department HR: Patsy Moushey /s/

Date: 8/25/14

Countywide HR: Karie Miller /s/

Date: 8/22/14

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCA-02-15

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 |
| 712636 | 9670 | Human Resources Analyst 2 | 62836 | 3503 | 709625 | (1.00) | (73,138) | (23,521) | (19,454) | (116,113) |
| 712636 | 9748 | Human Resources Analyst, Senior | 62836 | 3503 | 709625 | 1.00 | 77,322 | 24,867 | 19,758 | 121,947 |
| Total Annualized Changes: | | | | | | 0.00 | \$4,185 | \$1,346 | \$303 | \$5,834 |

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 |
| 712636 | 9670 | Human Resources Analyst 2 | 62836 | 3503 | 709625 | (1.00) | (73,138) | (23,521) | (19,454) | (116,113) |
| 712636 | 9748 | Human Resources Analyst, Senior | 62836 | 3503 | 709625 | 1.00 | 77,322 | 24,867 | 19,758 | 121,947 |
| Total Current FY Changes: | | | | | | 0.00 | \$4,185 | \$1,346 | \$303 | \$5,834 |

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCA-02-15

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 | 72020-15 | 3500 | 72-80 | 0020 | 705210 | 50316 - Svc Rmb Med/Dental | (65,986,607) | (65,986,910) | (303) | |
| 2 | 72020-15 | 3500 | 72-80 | 0020 | 705210 | 60330 - Claims Paid | 2,990,164 | 2,990,467 | 303 | |
| 3500 Total | | | | | | | | | | 0 |
| 72-80 Total | | | | | | | | | | 0 |
| Program Offer Number 72020-15 Total | | | | | | | | | | 0 |
| 3 | 78034-15 | 3503 | 78-70 | 0020 | 709000 | 50310 - Intl Svc Reimburse | (4,462,332) | (4,456,498) | 5,834 | |
| 4 | 78034-15 | 3503 | 78-70 | 0020 | 709000 | 60290 - Software Lic / Maint | 30,000 | 24,166 | (5,834) | |
| 5 | 78034-15 | 3503 | 78-70 | 0020 | 709625 | 50310 - Intl Svc Reimburse | (212,636) | (218,470) | (5,834) | |
| 6 | 78034-15 | 3503 | 78-70 | 0020 | 709625 | 60000 - Permanent | 129,670 | 133,854 | 4,185 | |
| 7 | 78034-15 | 3503 | 78-70 | 0020 | 709625 | 60130 - Salary Related Expns | 41,702 | 43,047 | 1,346 | |
| 8 | 78034-15 | 3503 | 78-70 | 0020 | 709625 | 60140 - Insurance Benefits | 37,705 | 38,008 | 303 | |
| 3503 Total | | | | | | | | | | 0 |
| 78-70 Total | | | | | | | | | | 0 |
| Program Offer Number 78034-15 Total | | | | | | | | | | 0 |