



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C.6 DATE 12/3/15  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 12/3/15  
Agenda Item #: C.6  
Est. Start Time: 9:30 am  
Date Submitted: 10/16/15

Agenda Title: **BUDGET MODIFICATION # DCS-07-16: Reclassification of a Research Evaluation Analyst Senior from Research Evaluation Analyst 2**

Requested Meeting Date: next available

Time Needed: Consent Calendar

Department: 91 - Community Services

Division: \_\_\_\_\_

Contact(s): Karyne Kieta

Phone: (503) 988-87968

Ext. \_\_\_\_\_

I/O Address 455/2

Presenter Name(s) & Title(s): N/A

### General Information

#### 1. What action are you requesting from the Board?

The Department of Community Services is requesting the Board approve a budget modification DCS-07-15 for the reclassification of a Research Evaluation Analyst 2 position to an Research Evaluation Analyst Senior position in the Director's Office as determined by the Classification Compensation (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.

The Director's Office recognizes it lacks the critical skills contained in the Research and Evaluation Analyst classification. This position will support the Department's effort to achieve the Service Excellence and Continuous Process Improvement Goals identified in the DCS Strategic Plan. Management requested the Class Comp Unit of Central Human Resources review the position classification. The job description was submitted to Central Human Resources to determine the appropriate classification of this position. Class Comp determined that the Research Evaluation Analyst Senior was the appropriate classification for the duties assigned.

Position (717166) is currently budgeted as a Research Evaluation Analyst 2 classification. The budget modification detail sheets will delete the Research Evaluation Analyst 2 classification and create the Research Evaluation Analyst Senior classification in Director's Office in response to Class Comp's decision.

The changes impact program offer 91000C-16 Director's Office.

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

The reclassification of position 717166 to a Research Evaluation Analyst Senior will increase personnel costs by \$8,994 in the current year.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step and merit increases in accordance with collective bargaining agreements and county personnel rules. Increased costs will be funded within the Director's Office 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).**

No change in revenues

**7. What budgets are increased/decreased?**

The Community Services Department's budget will have the following changes:

- Permanent personnel budget will increase by \$14,693
- Salary related expense budget will increase by \$4,216
- Insurance benefits budget will increase by \$1,102
- Material & Services budget lines will decrease by \$20,011

These changes will not change the Community Services Department's total FTE.

**8. What do the changes accomplish?**

This budget modification implements the results of the position reclassification as determined by the Class Comp Unit of Central Human Resources.

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

Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 717166, in the Director's Office of the Community Services Department. Class Comp approved #3181.

**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** Kim Peoples /s/  
**Dept. Director:**

**Date:** 10/15/15

**Budget Analyst:** Chris Yager /s/

**Date:** 10/16/15

**Department HR:** Cynthia Tronsino /s/

**Date:** 10/14/15

**Countywide HR:** Olg Ward /s/

**Date:** 10/14/15

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCS-07-16

### 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	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(70,947,868)	(70,948,970)	(1,102)	
2	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	7,442,373	7,443,475	1,102	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-16 Total										0
3	91000C-16	1000	91-00	0020	700000	60000 - Permanent	362,441	377,134	14,693	
4	91000C-16	1000	91-00	0020	700000	60130 - Salary Related Expns	109,982	114,198	4,216	
5	91000C-16	1000	91-00	0020	700000	60140 - Insurance Benefits	94,875	95,977	1,102	
6	91000C-16	1000	91-00	0020	700000	60180 - Printing	5,000	2,500	(2,500)	
7	91000C-16	1000	91-00	0020	700000	60240 - Supplies	10,000	8,500	(1,500)	
8	91000C-16	1000	91-00	0020	700000	60260 - Travel & Training	15,000	3,000	(12,000)	
9	91000C-16	1000	91-00	0020	700000	60270 - Local Travel/Mileage	2,000	1,000	(1,000)	
1000 Total										3,011
91-00 Total										3,011
Program Offer Number 91000C-16 Total										3,011
10	91002-16	1000	91-00	0020	900001	60240 - Supplies	5,000	1,989	(3,011)	
1000 Total										(3,011)
91-00 Total										(3,011)
Program Offer Number 91002-16 Total										(3,011)

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCS-07-16

### 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
717166	6086	Research/Evaluation Analyst 2		1000	700000	(1.00)	(55,062)	(15,797)	(18,282)	(89,141)
717166	6087	Research/Evaluation Analyst/Sr		1000	700000	1.00	69,755	20,013	19,384	109,152
Total Annualized Changes:						0.00	\$14,693	\$4,216	\$1,102	\$20,011

### 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
717166	6086	Research/Evaluation Analyst 2		1000	700000	(1.00)	(55,062)	(15,797)	(18,282)	(89,141)
717166	6087	Research/Evaluation Analyst/Sr		1000	700000	1.00	69,755	20,013	19,384	109,152
Total Current FY Changes:						0.00	\$14,693	\$4,216	\$1,102	\$20,011