



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 # NonD-11-16: Reclassifying a 1.00 FTE Creative Media Coordinator to a Public Affairs Coordinator

Requested Meeting Date: _____ **Time Needed:** N/A Consent

Department: 1000 - Nondepartmental - All Other **Division:** Communications Office

Contact(s): Christian Elkin

Phone: 988-7689 **Ext.** 87689 **I/O Address** _____

Presenter Name(s) & Title(s): N/A - Consent agenda

General Information

1. What action are you requesting from the Board?

The Communication Office request approval of budget modification NOND-11-16 to reclassify a 1.00 Creative Media Coordinator to a Public Affairs Coordinator as approved by central HR Class/Comp unit.

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 filled position within the Communications Office is submitted for a reclassification from a Creative Media Coordinator to a Public Affairs Coordinator. The duties and responsibilities assigned to this position have significantly grown and this position now coordinates all photographic, design and other visual elements for departments in collaboration with the Communications Office. This position uses complex and sophisticated visual communication techniques in promoting, communicating and illustrating the County's policies, goals and values. Duties include strategic oversight of all County graphic design and visual work, including providing guidance and oversight to departments, developing content, directing the County's style guide and logo design layout, serving as creative director for the MULTCO magazine, consulting with departments in developing and creating messages and visuals, and serving as a facilitator and link for departments in order to better communicate the County's mission, vision and values both internally and externally; provide high quality photography, including photographing board meetings and other Countylead events, editing and overseeing the Extensis visual data archive,

providing oversight and ongoing instructions for better photography use, and researching and analyzing content and information for internal and public communications.

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

For the current year personnel cost will increase by \$8,650 (\$17,299 annualized) which is offset with a like decrease in professional services. Service reimbursement to the Risk fund increases by \$431. In subsequent years the increase in personnel cost will be covered within the program budget.

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

This classification decision is subject to all applicable requirements stated in Multnomah County Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described.

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 reclassification decision from central HR Class/Comp unit.

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

Yes, reclassifies a 1.00 Creative Media Coordinator to a Public Affairs Coordinator.

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: _____