



# 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 # DCM-03-16: Reclass a Human Resources Technician to Human Resources Analyst 1 in Employee Benefits**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent Calendar

**Department:** 72 - County Management **Division:** Central Human Resources

**Contact(s):** Travis Graves (Shaun Coldwell)

**Phone:** 503-988-6134 **Ext.** 86134 **I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** Not applicable

## General Information

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

Reclassifies a Human Resources Technician to a Human Resources Analyst 1 in the Employee Benefits section of Central Human Resources, as recommended by the Classification Compensation Unit on request #3028.

### 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 budget modification requests formal board approval of a Class Comp recommendation to reclassify a Human Resources Technician to a Human Resources Analyst 1 (request #3028). This request is retroactive to January 16, 2015.

This filled position within the Employee Benefits Office in DCM is being submitted for reclassification from Human Resources Technician (9061) to Human Resources Analyst 1 (9080) as a result of the increased volume of leave requests. This position will provide FMLA/OFLA administration, function as a consultant for the Short and Long Term Disability benefits, coordinate stake holder meetings regarding disability and retirement options, and function as consultant for Catastrophic Leave program.

This action impacts program offer 72020 Central HR Employee Benefits.

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

The salary and benefits are increased by \$5,643, and is balanced with Temporary budget within the program. The difference of \$184 in insurance benefits is added to the risk fund.

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

Reclassification recommended for approval by the Class Comp section on request #3028.

**5. Explain any citizen or other government participation.**

None.

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**Budget Modification**

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**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).**

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

The Employee Benefits budget is balanced within the program, with a decrease in Temporary and benefits of \$5,643. The risk fund is increased by \$184.

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

Reclassification of a Human Resources Technician to a Human Resources Analyst 1, effective January 16, 2015.

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

Change in job class number.

**10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

NA

**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?**

NA

**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)?**

NA

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_