



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
CONTINGENCY REQUEST**

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-4 DATE 5/30/13
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 5/30/13
Agenda Item #: C.4
Est. Start Time: 9:00 am
Date Submitted: 5/22/13

BUDGET MODIFICATION NonD-15 Reclassifying a Data Analyst to Data Analyst Senior as determined by Central Human Resources Classification
Agenda Title: **Compensation unit.**

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: _____ Time Needed: Consent
Department: Non Departmental Division: ODE
Contact(s): Julie Neburka
Phone: 988-3312 Ext. 27351 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 NonD-15 reclassifying a Data Analyst to Data 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 on a classification request initiated by management. The duties and responsibilities of this position have changed. Class/Comp reviewed the submitted job duties and description and concluded that Data Analyst Senior was the best fit for the position. The change impacts program offer 10033 Office of Diversity & Equity.

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

Current year increased cost for two months (\$1,360) are covered with existing resources. On going personnel costs will increase by \$9,712 and will be covered with existing

resources.

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?

Approval of classification decision from Central Human Resources Classification Compensation unit that best reflects the duties of the position.

- Do any personnel actions result from this budget modification? Explain.

Yes, reclassification of a Data Analyst to Data 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

Contingency Request

If the request is a Contingency Request, please answer all of the following in detail:

- Why was the expenditure not included in the annual budget process?
- What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?
- Why are no other department/agency fund sources available?
- Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. What are the plans for future ongoing funding?

- Has this request been made before? When? What was the outcome?

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. If it is a General Fund Contingency Request, a memo from the Budget Office must be submitted.

Required Signatures

Elected Official or Dept Director: Daryl Dixon /s/ **Date:** 5/22/13

Budget Analyst: Christian Elkin /s/ **Date:** 5-22-13

Budget Modification ID:

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
						Cost Center	WBS Element					
1										0		
2										0		
3										0		
4										0		
5	10-01	1000		0020		707000		60000	337,652	338,640	988	
6	10-01	1000		0020		707000		60130	100,416	100,711	295	
7	10-01	1000		0020		707000		60140	96,929	97,006	77	
8	10-01	1000		0020		707000		60240	9,390	8,030	(1,360)	
9										0		
10	72-10	3500		0020		705210		50316	(63,557,602)	(63,557,679)	(77)	
11	72-10	3500		0020		705210		60330	2,121,258	2,121,335	77	
12										0		
13										0		
14										0		
15										0		
16										0		
17										0		
18										0		
19										0		
20										0		
21										0		
22										0		
23										0		
24										0		
25										0		
26										0		
27										0		
28										0		
29										0		
											0	0
											0	0

ANNUALIZED PERSONNEL CHANGE
 Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6073	64644	707000	Data Analyst	714656	(1.00)	(54,312)	(16,239)	(18,361)	(88,912)
1000	6456	64644	707000	Data Analyst Sr	714656	1.00	61,367	18,349	18,908	98,624
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	7,055	2,110	547	9,712

CURRENT YEAR PERSONNEL DOLLAR CHANGE
 Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6073	64644	707000	Data Analyst	714656	(0.14)	(7,604)	(2,274)	(2,571)	(12,449)
1000	6456	64644	707000	Data Analyst Sr	714656	0.14	8,592	2,569	2,648	13,809
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	988	295	77	1,360

FM Side			PS/CO Side			Cost Element/Commitment		Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item		
General Fund Contingency				9500001000			60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx		Increase Expenditure
Indirect Central								
xx-xx	xxxxx				xxx		60350	Indirect Expenditure
19	1000	0020		9500001000			50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000			60470	CGF Contingency expenditure
Departmental								
xxx	xxxxx			xxx	xxx		60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx		50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx		Off setting Dept expenditure in General Fund
Telecommunications								
xx-xx	xxxxx				xxx		60370	Departmental telecommunication expenditure
78-70	3503	0020		709525			50310	Budgets receipt of reimbursement
78-70	3503	0020		709525			60200	Budgets offsetting expenditure in telecommunications fund
Data Processing								
xx-xx	xxxxx				xxx		60380	Departmental data processing expenditures
78-70	3503	0020		709000			50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709000			60240	Budgets offsetting expenditures
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)								
xx-xx	xxxxx				xxx		60390	Departmental PC Flat Fee expenditure
78-70	3503	0020		709617			50310	Budgets receipt of PC Flat Fee
78-70	3503	0020		709617			60240	Budgets offsetting expenditure
Electronic Service Reimbursement								
xx-xx	xxxxx						60420	Departmental Electronics expenditure
78-60	3501	0020		904200			50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200			60240	Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.								
xx-xx	xxxxx				xxx		60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150			50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150			60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.								
xx-xx	xxxxx				xxx		60410	Departmental Fleet expenditure
78-60	3501	0020		904100			50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100			60240	Budgets offsetting expenditure
Building Management								
xx-xx	xxxxx				xxx		60430	Departmental Building Management expenditure
78-50	3505	0020		902575			50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575			60170	Budgets offsetting expenditure
Insurance Service Reimbursement								
xx-xx	xxxxx					60140 or 60145		Departmental Insurance expenditure
72-10	3500	0020		705210			50316	Insurance Revenue
72-10	3500	0020		705210			60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund								
xx-xx	xxxxx						60450	Departmental Capital Lease Retirement expenditure
								Contact your Budget Analyst to complete this.
Mail & Distribution								
xx-xx	xxxxx				xxx		60460	Mail & Distribution expenditure
78-20	3504	0020		904400			50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400			60230	Budgets offsetting expenditure
Records								
xx-xx	xxxxx				xxx		60460	Records expenditure
78-20	3504	0020		904500			50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500			60240	Budgets offsetting expenditure
Stores								
xx-xx	xxxxx				xxx		60460	Stores expenditure
78-20	3504	0020		904600			50310	Budgets receipt of service reimbursement
78-20	3504	0020		904600			60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	0080
1502 – Emergency Communications Fund	Community Services	0060
1503 – Bike Path Fund	Community Services	0060
1504 – Recreation Fund	Community Services	0060
1506 – County School Fund	Community Services	0060
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	0510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.