



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-2 DATE 6/23/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 06/23/16
Agenda Item #: C.2
Est. Start Time: 9:30 a.m.
Date Submitted: 06/14/16

Agenda Title: BUDGET MODIFICATION # DCM-16-16: Reclassification of two Finance Specialist 1 positions to Finance Specialist 2 positions

Requested Meeting Date: June 23, 2016 Time Needed: _____

Department: 72 - County Management Division: DCM Finance and Risk Management (FRM)

Contact(s): Mike Waddell, Eric Arellano and Debra Anderson

Phone: 503-988-6718 Ext. 86718 I/O Address _____

Presenter Name(s) & Title(s): Consent Agenda

General Information

1. What action are you requesting from the Board?

Approval of reclassification #3417 and #3418, as recommended by the Class Comp section of Central HR. These positions are Finance Specialist 1's and are being reclassified to Finance Specialist 2's in the Accounts Payable (AP) section of Finance and Risk Management in DCM, with an effective date of November 26, 2015.

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 work has evolved significantly requiring more independent judgment based on interpretation of rules and best practices. Over the last 10 years, the County has moved from a single payment method with a weekly pay cycle to pay for vendor services to expand to vendor, customer and employee reimbursements, government to government transfers and electronic payment methods with multiple daily payment cycles. These positions are responsible for daily auditing and reviewing of payable documents entered into the ERP system by other departments, reconciling and balancing ledge accounts and maintaining data integrity.

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

This action will increase the salary and benefits for positions 704221 and 703129 by \$4,974 for the fiscal year 2016. The increase will be covered within budgeted resources, by decreasing the line

item for Travel and Training (60260) in Program Offer 72003. The Risk Fund increases by \$266.

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

None

5. Explain any citizen or other government participation.

None

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).

Service reimbursement revenue to the Risk fund increases by \$266 due to personnel budget changes.

7. What budgets are increased/decreased?

The Risk Fund increases by \$266

8. What do the changes accomplish?

Reclassification of two Finance Specialist 1 positions to two Finance Specialist 2 positions, effective November 26, 2015.

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

Reclassification

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

Required Signature

**Elected Official or
Dept. Director:** Marissa Madrigal /s/

Date: 6-10-16

Budget Analyst: Ching Hay /s/

Date: 6-14-16

Department HR: Susan Yee /s/

Date: 6-9-16

Countywide HR: Susan Mullett /s/

Date: 6-9-16

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-16-16

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	72002-16	1000	72-10	0020	704100	60000 - Permanent	412,836	416,494	3,658	
2	72002-16	1000	72-10	0020	704100	60130 - Salary Related Expns	132,684	133,734	1,050	
3	72002-16	1000	72-10	0020	704100	60140 - Insurance Benefits	122,915	123,181	266	
1000 Total										4,974
72-10 Total										4,974
Program Offer Number 72002-16 Total										4,974
4	72003-16	1000	72-10	0020	704050	60260 - Travel & Training	15,000	10,026	(4,974)	
1000 Total										(4,974)
72-10 Total										(4,974)
Program Offer Number 72003-16 Total										(4,974)
5	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(71,448,398)	(71,448,664)	(266)	
6	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	7,942,903	7,943,169	266	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-16 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-16-16

Annualized Personnel Changes

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

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Annualized				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
703129	6029	Finance Specialist 1		1000	704100	(1.00)	(55,062)	(18,908)	(18,144)	(92,114)
703129	6030	Finance Specialist 2		1000	704100	1.00	55,062	18,909	18,144	92,115
704221	6029	Finance Specialist 1		1000	704100	(1.00)	(46,597)	(13,369)	(17,530)	(77,496)
704221	6030	Finance Specialist 2		1000	704100	1.00	52,315	15,009	17,946	85,270
Total Annualized Changes:						0.00	\$5,718	\$1,641	\$416	\$7,775

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Current Year				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
703129	6029	Finance Specialist 1		1000	704100	(0.67)	(36,708)	(12,605)	(12,096)	(61,409)
703129	6030	Finance Specialist 2		1000	704100	0.67	36,708	12,606	12,096	61,410
704221	6029	Finance Specialist 1		1000	704100	(0.67)	(31,219)	(8,957)	(11,698)	(51,874)
704221	6030	Finance Specialist 2		1000	704100	0.67	34,877	10,006	11,964	56,847
Total Current FY Changes:						0.00	\$3,658	\$1,050	\$266	\$4,974