



Multnomah County Agenda Placement Request Budget Modification

(FY 2018)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.1 DATE 7/26/18
TAJA NELSON, ASST. BOARD CLERK

Board Clerk Use Only

Meeting Date: 7/26/18
Agenda Item #: C.1
Est. Start Time: 9:30 a.m.
Date Submitted: 7/10/18

Agenda Title: **BUDGET MODIFICATION # DCA-02-19: Reclassification of an IT Business Consultant Senior to an Administration Analyst (NR) (PO#78316-19)**

Requested Meeting Date: July 26, 2018 Time Needed: Consent Calendar
Department: 78 - County Assets Division: Information Technology
Contact(s): Lisa Whedon and Chris Brower

Phone: 988-7580 Ext. 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 DCA-02-19 the reclassification of an IT Business Consultant Senior to an Administration Analyst (NR) in program offer 78316-19 – IT Shared Operating Expenses.

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 Class/Comp decision #4080; a reclassification requested by management. Over the last two years multiple positions have been performing confidential management support and analytical functions; however, as part of a recent assessment of Department Director needs, it was identified that a single position should cover these functions rather than multiple positions. As such, this position will provide organizational capacity, program analysis, strategic planning, and analytical review by providing systems oversight and coordination of functions within the department at multiple locations. In addition, the position will be responsible for providing confidential, executive-level support and administrative assistance to the DCA Director and managers. The program offer affected is 78316-19.

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

Personnel expenses are expected to decrease by \$47,182 in FY 2019, which will be offset by an increase in the Professional Services budget, thus the fund balance will not change. However, the

Risk Management program offer (72020-19) will decrease by \$2,339 due to decreased non-medical insurance liability.

Please note, the current top step of the new classification is 32% lower than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. The financial impact of the new classification will be funded within the ongoing department's 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).

As a result of the decrease in personnel cost, revenue in the Risk Management program offer (72020-19) will decrease by \$2,339.

7. What budgets are increased/decreased?

This reclassification results in a revenue and expense decrease to the Risk Management fund of \$2,339.

8. What do the changes accomplish?

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

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

Yes, reclassification of position # 712632 from an IT Business Consultant Senior (JCN 6198) to an Administration Analyst (NR) (JCN 9006) in program offer 78316-19.

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:** Bob Leek /s/

Date: 7/9/18

Budget Analyst: Ching Hay /s/

Date: 7/10/18

Department HR: Patsy Moushey /s/

Date: 7/5/18

Countywide HR: Karie Miller /s/

Date: 7/3/18

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCA-03-19

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	72020-19	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(86,537,172)	(86,537,491)	(319)	
2	72020-19	3500	72-80	0020	705210	60330 - Claims Paid	5,709,056	5,709,375	319	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-19 Total										0
3	78101-19	1000	78-20	0020	709102	60000 - Permanent	1,464,171	1,468,826	4,655	
4	78101-19	1000	78-20	0020	709102	60130 - Salary Related Expns	511,019	512,545	1,526	
5	78101-19	1000	78-20	0020	709102	60140 - Insurance Benefits	385,122	385,441	319	
6	78101-19	1000	78-20	0020	709102	60170 - Professional Svcs	34,514	28,014	(6,500)	
1000 Total										0
78-20 Total										0
Program Offer Number 78101-19 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCA-03-19

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
715730	6029	Finance Specialist 1		1000	709102	(1.00)	(50,340)	(16,512)	(20,062)	(86,914)
715730	6112	Procurement Analyst		1000	709102	1.00	54,995	18,038	20,381	93,414
Total Annualized Changes:						0.00	\$4,655	\$1,526	\$319	\$6,500

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
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Total Current FY Changes:						0.00	\$4,655	\$1,526	\$319	\$6,500