



# 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 # DCA-23-17: FPM Reclass position 705289 from Building Automation Specialist to HVAC Engineer

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** NA - Consent Agenda

**Department:** 78 - County Assets **Division:** Facilities and Property Management

**Contact(s):** Lisa Whedon (x87580) and Jen Unruh (x82418)

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_ **I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** NA - Consent Agenda

## General Information

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

The department of County Assets is requesting Board approval of budget modification DCA-23-17 reclassifying position 705289 from a Building Automation Specialist (JCN 6122) to an HVAC Engineer (JCN 6121), effective February 2017 in program offer 78202-17 (Facilities Operations and Maintenance).

### 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 affects program offer 78202-17 (Facilities Operations and Maintenance). This vacant position within the Facilities & Property Management division of the Department of County Assets is requested for reclassification from a Building Automation Systems Specialist to an HVAC Engineer to address a lack of building automation work and a need for more assistance with HVAC work. The primary purpose of this position is to operate, maintain, repair, replace, and adjust heating, ventilation, and air conditioning equipment for County facilities. The position will be responsible for performing preventative maintenance on all HVAC systems, backflow prevention devices, fire suppression systems, and domestic water systems; performing emergency repairs on plumbing fixtures and waste lines; operating and maintaining chillers, low pressure boilers, air compressors, pumps, blowers, and related mechanical systems; and operating, maintaining, and troubleshooting total building HVAC systems.

The Human Resources Classification and Compensation unit reviewed the HVAC Engineer and HVAC Assistant and classifications and determined the HVAC Engineer classification was the best fit as this position has a greater level of responsibility and complexity of duties assigned than the HVAC Assistant classification.

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

This reclassification reduces the permanent personnel expense budget \$6,023 in the current fiscal year which is offset by an increase in temporary personnel expense. In subsequent fiscal years the reclassified position will be subject to the approved cost of living adjustments and step increases and will be funded within the ongoing department's budget.

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

NA

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

NA

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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).**

Risk Fund reimbursement revenue decreases \$186 due to the adjusted personnel expense.

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

The Facilities Fund budget remains the same with the permanent personnel expense reduction offset by an increase in temporary personnel expense.

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

Implementation of a Classification and Compensation decision to reclassify a Building Systems Automation Specialist to an HVAC Engineer.

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

Yes. A Building Systems Automation Specialist is reclassified to an HVAC Engineer.

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