



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-10 DATE 8/18/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/18/16

Agenda Item #: C.10

Est. Start Time: 9:30 am

Date Submitted: 8/2/16

**Agenda Title: BUDGET MODIFICATION # DCA-03-17: Reclass Engineer Services Mgr to
Facilities Strategic Planning & Projects Manager**

Requested Meeting Date: August 18, 2016

Time Needed: Consent Agenda

Department: 78 - County Assets

Division: Facilities & Property
Management

Contact(s): Lisa Whedon & Jen Unruh

Phone: 988-7580

Ext. 87580

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 of County Assets is requesting Board Approval of budget modification DCA-03-17 reclassifying a vacant Engineering Services Manager 2 (Job Class #9672) to Facilities Strategic Planning & Projects Manager (Job Class # 9149). Position # 716283 in Program Offer 78211-17

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 request stems from a need that cannot be provided by the current classification, which resulted in Class/Comp creating a new classification in July 2016. The reclassification of this position will strengthen the natural progression and transition from strategic planning to new commercial building construction development and will align with the division's core competencies.

The position will provide countywide leadership in the implementation of the Strategic Planning, Design, and Construction Program and will be responsible for updating the Facilities Asset Strategic Plan (FASP); providing leadership and oversight of the project management teams responsible for new construction; coordinating with the State of Oregon for matching project funds, the City of Portland for permitting, and the neighborhood associations for addressing construction impacts to the area; preparing and presenting reports to the Board, state elected officials,

members of the Legislature, community stakeholders, and other stakeholders.

Presenting timely updates to the Board of County Commissioners; working with project teams to review potential options and reviewing the risks and rewards for each option; clarifying the scope of work; identifying potential funding sources; executing work as directed by the Board.

An analysis of the Engineering Services Manager 2 and the Facilities Strategic Planning & Projects Manager classifications was performed before making an allocation decision: The duties, responsibilities and qualifications support this position is allocated to Facilities Strategic Planning & Projects Manager (9149).

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

Personnel expenses are expected to remain budget neutral for FY17. The top of the range of the new classification is 10.8% higher than the old classification. In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments and merit increase. 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).

N/A

7. What budgets are increased/decreased?

This position change does not change any budget amount. Personnel cost remain the same.

8. What do the changes accomplish?

Approval of this management sponsored classification request will best reflect the duties of the position.

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

Yes, reclassification of a Engineering Services Manager 2 (Job Class #9672) to Facilities Strategic Planning & Projects Manager (Job Class # 9149). Position # 716283 in Program Offer 78211-17

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 Sherry Swackhamer /s/
Dept. Director: _____

Date: 7/28/16

Budget Analyst: Ching Hay /s/

Date: 8/2/16

Department HR: Prudence Veach /s/

Date: 7/28/16

Countywide HR: Karie Miller /s/

Date: 7/28/16

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-03-17

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	78211-17	3505	78-50	0020	902212	60000 - Permanent	326,716	326,716	0	
2	78211-17	3505	78-50	0020	902212	60130 - Salary Related Expns	108,618	108,618	0	
3	78211-17	3505	78-50	0020	902212	60140 - Insurance Benefits	68,691	68,691	0	
3505 Total										0
78-50 Total										0
Program Offer Number 78211-17 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-03-17

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
716283	9149	Facilities Strategic Plan & Proj Mgr		3505	902212	1.00	124,562	46,537	24,032	195,131
716283	9672	Engineering Services Manager 2		3505	902212	(1.00)	(124,562)	(46,537)	(24,032)	(195,131)
Total Annualized Changes:						0.00				

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
716283	9149	Facilities Strategic Plan & Proj Mgr		3505	902212	1.00	124,562	46,537	24,032	195,131
716283	9672	Engineering Services Manager 2		3505	902212	(1.00)	(124,562)	(46,537)	(24,032)	(195,131)
Total Current FY Changes:						0.00	\$0	\$0	\$0	\$0