



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 # DCM-10-15: Reclassifying a Division Director 1 to a Deputy County Assessor in DART Administration

Requested Meeting Date: _____ **Time Needed:** Consent calendar

Department: 72 - County Management **Division:** Division of Assessment, Recording & Taxation

Contact(s): Randy Walruff (Shaun Coldwell)

Phone: 503-988-4668 **Ext.** _____ **I/O Address** 503/1

Presenter Name(s) & Title(s): Not applicable

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of budget modification DCM-10-15 reclassifying a Division Director 1 to a Deputy County Assessor.

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 (request# 2512). This is a new position in the FY 2015 adopted budget. The duties of this new position have been evaluated and best reside under the new non-represented classification-Deputy County Assessor. This position will support and assist the County Assessor with budget and financial management, employee performance management and training, strategic and tactical planning, technology and information systems improvements, program measurements and evaluations, policy development and implementation, and internal and external communications. The position reports directly to the County Assessor and is currently vacant.

The changes impact program offer 72023-15 Division of Assessment, Recording & Taxation Administration

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

This position is funded within existing resources (100% in General Fund). Personnel cost changes have already been budgeted so the reclass is budget neutral.

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

NA

5. Explain any citizen or other government participation.

NA

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).

Personnel costs have already been budgeted in program offer 72023-15 Division of Assessment, Recording & Taxation Administration to accommodate the new position.

7. What budgets are increased/decreased?

No budget changes, this action is a position reclassification only.

8. What do the changes accomplish?

No budget changes, this action is a position reclassification only.

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

Reclassifying a Division Director 1 to a Deputy County Assessor.

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:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____