



**Multnomah County  
Agenda Placement Request  
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C.4 DATE 7/27/17

MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 7/27/17

Agenda Item #: C.4

Est. Start Time: 9:30 am

Date Submitted: 7/13/17

**Agenda Title: BUDGET MODIFICATION # DCHS-06-18: Reclassification of Position, and Incumbent in DCHS Admin - Business Services**

Requested Meeting Date: 7/27/17 Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services Division: \_\_\_\_\_

Contact(s): Hollie Benjamin

Phone: 503-988-9828 Ext. 89828 I/O Address 167/1/240

Presenter Name(s) & Title(s): N/A - Consent Agenda

**General Information**

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

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS-06-18 authorizing the reclassification of a full-time Finance Specialist 2 position, along with the incumbent, to a Finance Specialist Senior in Program Offer 25002A - Business Services & Operations as approved by HR Class/Comp reclassification request #3781.

**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 filled position is requested for reclassification from Finance Specialist 2 to Finance Specialist Senior by management as a result of higher level duties involving forecasting, budgeting, and grant renewals being added to the position since December 2016. The purpose of this position is to independently determine and recommend decisions related to financial analysis, forecasting, and grant reporting requirements. The Central Human Resources Classification & Compensation unit agreed that the duties, responsibilities, and qualifications of this position support the request that it be allocated to Finance Specialist Senior.

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

The effective date of the reclassification is December 28, 2016. The new annual salary rate for the

Finance Specialist Senior position at Step 1 and the Step 5 pay scale for the current Finance Specialist 2 position coincide. As a result, there will be no fiscal or budgetary impact related to this reclassification for FY17, FY18 and ongoing.

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

N/A

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

N/A

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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).**

There is no change in revenue.

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

There is no financial impact to any budgets as the result of this reclassification.

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

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Finance Specialist 2, and the incumbent, to a Finance Specialist Senior in order to more accurately reflect the actual duties, responsibilities and qualifications of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a full-time position in DCHS Business Services from a Finance Specialist 2 to a Finance Specialist Senior as requested and approved by the Class/Comp unit of Central Human Resources.

**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**

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**Elected Official or  
Dept. Director:** Liesl Wendt /s/

**Date:** 7/7/2017

**Budget Analyst:** Adam Brown /s/

**Date:** 7/13/2017

**Department HR:** Anisha Skariah /s/

**Date:** 7/10/2017

**Countywide HR:** Laura Sampson /s/

**Date:** 7/7/2017

### Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCHS-06-18

#### 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	25002A-18	1000	26-10	0040	CHSBS.FIN.IND1000	60000 - Permanent	1,804,212	1,804,212	0	
2	25002A-18	1000	26-10	0040	CHSBS.FIN.IND1000	60130 - Salary Related Expns	623,751	623,751	0	
3	25002A-18	1000	26-10	0040	CHSBS.FIN.IND1000	60140 - Insurance Benefits	552,898	552,898	0	
<b>1000 Total</b>										<b>0</b>
<b>26-10 Total</b>										<b>0</b>
<b>Program Offer Number 25002A-18 Total</b>										<b>0</b>

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCHS-06-18

### 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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
706862	6030	Finance Specialist 2	67450	1000	CHSBS.FIN.IND1000	(1.00)	(61,062)	(19,503)	(19,630)	(100,195)
706862	6032	Finance Specialist/Sr	67450	1000	CHSBS.FIN.IND1000	1.00	59,870	19,122	19,551	98,543
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>(\$1,192)</b>	<b>(\$381)</b>	<b>(\$79)</b>	<b>(\$1,652)</b>

### 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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
706862	6030	Finance Specialist 2	67450	1000	CHSBS.FIN.IND1000	(1.00)	(61,062)	(19,503)	(19,630)	(100,195)
706862	6032	Finance Specialist/Sr	67450	1000	CHSBS.FIN.IND1000	1.00	59,870	19,122	19,551	98,543
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>(\$1,192)</b>	<b>(\$381)</b>	<b>(\$79)</b>	<b>(\$1,652)</b>