



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 03/25/11)

## Board Clerk Use Only

Meeting Date: 11/03/11

Agenda Item #: C.2

Est. Start Time: 9:30 am

Date Submitted: 10/19/11

## BUDGET MODIFICATION: DCM-04

**BUDGET MODIFICATION DCM-04 Reclassifying two positions in Central**  
**Agenda Title: Human Resources as determined by Central Human Resources Classification**  
**Title: Compensation unit.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	November 3, 2011	<b>Amount of Time Needed:</b>	Consent Calendar
<b>Department:</b>	County Management	<b>Division:</b>	Human Resources
<b>Contact(s):</b>	Julie Neburka		
<b>Phone:</b>	988-3312	<b>Ext.</b>	27351
		<b>I/O Address:</b>	503/4
<b>Presenter Name(s) &amp; Title(s):</b>	N/A		

## General Information

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

The department is requesting board approval of budget modification DCM-04 reclassifying two positions in Central Human Resources

### 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 two reclassification requests initiated by management. An external consultant and Melissa Daily of the Health Dept. HR team, reviewed the submitted job duties and description and concluded the best fit for the positions as follows:

- Human Resource Technician in Class/Comp is reclassified to a Human Resource Analyst 1.
- Office Assistant 2 represented is reclassified to an Office Assistant 2 non-represented.

The latter position is also moving from the HR administration unit to Labor Relations unit as a result of span of control restructuring.

These changes impact program offer 72056 Central Human Resources Administration, 72057 Central Human Resources – Central HR Services, and 72058 Central Human Resources – Labor Relations.

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

The Office Assistant 2 reclass is budget neutral in the current year. The pay scale for a Human Resource Technician is (\$37,845 - \$52,984) while the pay scale for a Human Resource Analyst 1 is (\$43,883 - \$61,437). Class/Comp personnel costs will increase by \$4,754 offset with a like reduction in professional service. Personnel costs will increase over time and will be absorbed with in the division budget. Service reimbursement from the General Fund to the Risk Fund increases by \$294.

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

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

## ATTACHMENT A

### Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **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
- **What budgets are increased/decreased?**  
N/A
- **What do the changes accomplish?**  
Approval of classification decisions from Central Human Resources Classification Compensation unit that best reflects the duties of the positions.
- **Do any personnel actions result from this budget modification? Explain.**  
Reclassification of an Office Assistant 2 represented to an Office Assistant 2 non-represented.  
Reclassification of a Human Resource Technician to a Human Resource Analyst 1.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**  
N/A
- **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
- **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 (i.e. cash match, in kind match, reporting requirements etc)?**  
N/A

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &*

## ATTACHMENT B

**BUDGET MODIFICATION:DCM-04**

### Required Signatures

**Elected Official or  
Department/  
Agency Director:**



**Date:** 10/18/11

Karyne Kieta

**Budget Analyst:**



**Date:** 10/18/11

Christian Elkin

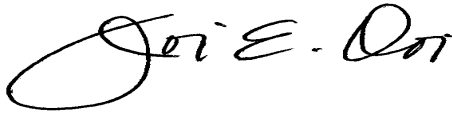
**Department HR:**

//s//

Pam Hodge

**Date:** 10/18/11

**Countywide HR:**



**Date:** 10/18/11

Joi Doi