



# 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-05-16: Reclassification of a 1.00 FTE Human Resources Analyst 2 to a Human Resources Analyst Senior

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent Calendar

**Department:** 78 - County Assets **Division:** Information Technology

**Contact(s):** Lisa Whedon and Chris Brower

**Phone:** 988-7580 **Ext.** \_\_\_\_\_ **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 is requesting board approval of budget modification DCA-05-16 reclassifying a Human Resources Analyst 2 to a Human Resources Analyst Senior.

### 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 Class/Comp decision #2991; a reclassification request initiated by management. The position functions as a program and project manager for enterprise-wide technology training initiatives and is the lead for the Technology Learning Leader Program. As such, this position is now responsible for acting as a subject matter expert, providing advanced-level training support to customers, performing work assignments independently, and dealing with varied work situations involving a high degree of complexity. Program offer affected is 78035-16.

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

Personnel expenses are expected to increase \$9,764 for FY16. This will be offset by a decrease in the software budget of the IT Administration cost center, which is in the same program offer. Ongoing, the annual fiscal impact will be an increase of about \$9,764.

### 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).**

N/A

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

N/A

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

Approval of a classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes, reclassification of a Human Resources Analyst 2 to a Human Resources Analyst Senior.

**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

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