



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

### Board Clerk Use Only

Meeting Date: 3/15/12  
 Agenda Item #: C.1  
 Est. Start Time: 9:30 am  
 Date Submitted: 2/28/12

**BUDGET MODIFICATION # DCS-08 Reclassifying a Finance Supervisor  
 Agenda Position to an Finance Specialist Senior as Determined by the Class/Comp Unit  
 Title: of Central Human Resources**

*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> <u>March 15, 2012</u>	<b>Time Needed:</b> <u>Consent</u>
<b>Department:</b> <u>DCS</u>	<b>Division:</b> <u>Budget &amp; Ops Support</u>
<b>Contact(s):</b> <u>Jerry Elliott</u>	
<b>Phone:</b> <u>503.988.4624</u> <b>Ext.</b> <u>84624</u> <b>I/O Address:</b> <u>455/2/224</u>	
<b>Presenter Name(s) &amp; Title(s):</b> <u>N/A</u>	

### General Information

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

The Department is requesting the Board approve a budget modification for the reclassification of an Finance Supervisor to an Finance Specialist Senior in the Budget and Operations Support division as determined by the Class/Comp Unit of 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.**

During span of control discussions, it was decided the organization could be more effective if this Finance Supervisor position no longer was in a supervisory classification. Supervisory responsibilities were removed from the job description and a request was submitted by management to the Class/Comp unit of Central Human Resources to determine the appropriate classification of the newly described position. It was determined that it best fit the Finance Specialist Senior classification. The incumbent has decided to retire so this position is being reclassified as a vacant position. This budget modification will change the budget to correctly classify this position.

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

This reclassification will decrease personnel related expenses by \$11,366 over the remaining months of the current fiscal year and by about \$35,000 per year in future fiscal years.

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

None

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

None

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**Budget Modification**

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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).**

No revenue is changing

- **What budgets are increased/decreased?**

Personnel expenses are being decreased by \$11,366 and offset by a corresponding increase in supplies.

- **What do the changes accomplish?**

This budget modification implements the results of the position classification as determined by the Class/Comp unit of Central Human Resources.

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

None, the position will be vacant due to a retirement.

- **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 & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

**Required Signature**

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<b>Elected Official or Dept Director:</b>	Cecilia M. Collier /s/	<b>Date:</b> 2/28/2012
<b>Budget Analyst:</b>	Ching Hay /s/	2/23/12
<b>Department HR</b>	Monique Coleman-Riley /s/	2/23/12
<b>Countywide HR</b>	Elisabeth Nunes	2/23/12