



# Multnomah County Agenda Placement Request Budget Modification

(FY 2018)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C.1 DATE 4/12/18

MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 4/12/18

Agenda Item #: C.1

Est. Start Time: 9:30 am

Date Submitted: 3/27/18

**Agenda Title: BUDGET MODIFICATION # DCA-14-18: Reclass Executive Specialist to Finance Specialist 1 in DCA Administrative Hub Services**

**Requested Meeting Date:** April 12, 2018

**Time Needed:** Consent Calendar

**Department:** 78 - County Assets

**Division:** Administrative Hub Services

**Contact(s):** Lisa Whedon

**Phone:** 5039887580

**Ext.** 8-7580

**I/O Address** 503/04

**Presenter Name(s) & Title(s):** Lisa Whedon, Budget and Planning Manager

## General Information

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

The Department of County Assets is requesting Board approval of budget modification DCA-14-18 reclassifying Position #717456 Executive Specialist (JCN 6005) to a Finance Specialist 1 (JCN 6029) in Program Offer 78102-18 (Administrative Hub Finance).

### 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 #4011 a reclassification initiated by management in the Administrative Hub of the Department of County Assets (DCA) is for reclassification from a Executive Specialist to a Finance Specialist 1 due to the position performing duties different from the original intent since being created. The position's duties have shifted to supporting the Finance division more than administrative support since there was a need and it has been determined this position is needed on an ongoing basis. Responsibilities include running and analyzing reports on motor pool usage, including collecting fuel and mileage data and entering into the ledger; collecting and entering various month end Fleet data; organizing and sorting accounts payable and purchasing card receipts; performing analysis of process efficiency and making recommendations for improvements; monitoring vendor statements and communicating with vendors and staff to ensure timely payments; recording invoice information in SAP; performing goods receipt transactions; processing vendor payments; reallocating travel expenses; performing check handling and processing.

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

The fiscal impact of this reclassification is budget neutral.

Please note, the current top step of the new classification is 3.0% higher than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. The financial impact of the new classification will be funded within the ongoing department's budget.

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

NA

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

NA

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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).**

NA

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

**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. Upon Board approval position Position #717456 Executive Specialist (JCN 6005) to a Finance Specialist 1 (JCN 6029).

**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**

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**Elected Official or  
Dept. Director:** Sherry Swackhamer /s/**Date:** 3/22/18**Budget Analyst:** Ching Hay /s/**Date:** 3/27/18**Department HR:** Susan Yee /s/**Date:** 3/22/18**Countywide HR:** Karie Miller /s/**Date:** 3/23/18

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-14-18

### 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	78102-19	1000	78-30	0020	704060	60000 - Permanent	514,350	514,350	0	
2	78102-19	1000	78-30	0020	704060	60130 - Salary Related Expns	181,729	181,729	0	
3	78102-19	1000	78-30	0020	704060	60140 - Insurance Benefits	161,319	161,319	0	
1000 Total										0
78-30 Total										0
Program Offer Number 78102-19 Total										0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-14-18

### 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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
717456	6029	Finance Specialist 1		1000	704060	1.00	53,151	16,977	19,374	89,502
717456	6054	Administrative Assistant		1000	704060	(1.00)	(53,151)	(16,977)	(19,374)	(89,502)
Total Annualized Changes:						0.00	\$0	\$0	\$0	\$0

### 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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
717456	6029	Finance Specialist 1		1000	704060	0.33	17,717	5,659	6,458	29,834
717456	6054	Administrative Assistant		1000	704060	(0.33)	(17,717)	(5,659)	(6,458)	(29,834)
Total Current FY Changes:						0.00	\$0	\$0	\$0	\$0