



# 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 # DCM-07-15: Reclassify Program Specialist Sr to an Economic Development Analyst In Economic Development Program

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

**Department:** 72 - County Management **Division:** Finance and Risk Management

**Contact(s):** Eric Arellano, Finance Manager Senior

**Phone:** 503-988-6718 **Ext.** 86718 **I/O Address** \_\_\_\_\_

**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 DCM-07 reclassifying a Program Specialist Senior to an Economic Development Analyst.

### 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 a classification request initiated by management (request# 2495). This is a new position in the FY15 adopted budget. The duties of this new position have been evaluated and best reside under the new represented classification- Economic Development Analyst. This position will work both internally with departments and externally with the business community to identify possibilities for developing or modifying County programs and policies to increase the economic success of residents. The position reports directly to the Chief Financial Officer and is funded by Video Lottery Fund and is currently filled. The changes impact program offer 72003B-15

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

This position is funded within existing resources (100% in Video Lottery Fund). Personnel cost changes have already been budgeted so the reclass is budget neutral.

On-going personnel costs will increase slightly over time as the top end pay scale for an Economic Development Analyst is 9% higher than a Program Specialist Senior.

**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?**

Personnel cost changes have already been budgeted in program offer 72003B-15 to accommodate the partial year position adjustment.

The Risk Fund is reduced by \$227 due to service reimbursement changes.

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

Approval of classification decision from Central 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 Program Specialist Senior to an Economic Development Analyst.

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