



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-01-15: Reclassifying Tax Exemption Specialist to Program Supervisor in DART Prop Assess Special Programs

Requested Meeting Date: _____ **Time Needed:** Consent

Department: 72 - County Management **Division:** DART Property Assessment

Contact(s): Randy Walruff

Phone: 503-988-4668 **Ext.** x84668 **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-01-15, reclassifying a Tax Exemption Specialist to a Program Supervisor in the Property Assessment Special Programs program, and moves the position to the Residential Appraisal section.

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 Request #2555. DART is reorganizing in order to better align staffing guidelines as required by the Oregon Department of Revenue, utilize existing positions more effectively, adjust to increasingly technological change, meet span of control standards, and address succession planning, and risk litigation. This position is vacant at this time.

The change impacts program offers 72030-15 and 72034-15. This reclassification has been approved by the Class Comp section with an effective date of 7/17/2014.

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

The \$6,342 difference in cost for this reclassification is being covered through a reduction in the supplies budget.

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

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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).

No change in revenue.

7. What budgets are increased/decreased?

The personal services budget is being increased by \$6,342 and the supplies budget is being decreased by a like amount.

8. What do the changes accomplish?

This action will reclassify a position, according to the decision from Central Human Resources Classification Compensation Unit that best reflects the duties of this position. In addition, the position is being moved from the Property Assessment Special Programs unit to the Residential Appraisal unit.

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

Reclassification of a Tax Exemption Specialist to a Program Supervisor in the DART Property Assessment Special Programs program - program offer 72030-15.

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

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____