



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 03/25/11)

Board Clerk Use Only	
Meeting Date:	01/05/12
Agenda Item #:	C.3
Est. Start Time:	9:30 am
Date Submitted:	12/22/11

BUDGET MODIFICATION: DCM-08

**BUDGET MODIFICATION DCM-08 Reclassifying a Human Resource
Agenda Manager 2 to a Human Resources Manager 1 as determined by Human
Title: Resources Classification Compensation unit.**

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	January 12, 2011	Amount of Time Needed:	Consent Calendar
Department:	County Management	Division:	Human Resources
Contact(s):	Julie Neburka		
Phone:	988-3312	Ext.	27351
		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 DCM-08 reclassifying a Human Resource Manager 2 to a Human Resource Manager 1.

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 reclassification request initiated by management. The HR Classification & Compensation unit will be restructuring and move into Labor Relations based on the County's span of control guidelines resulted in change of duties for this position. An external consultant and Melissa Daily of the Health Dept. HR team, reviewed the revised job duties and description and concluded Human Resource Manager 1 was the best fit for the position as it changes from a true supervisor of a small team to a technical knowledge leader and project manager for the small team.

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

Personnel costs decrease by \$4,871 (\$8,398 annualized) with a like increases in supplies. Service reimbursement from the General fund to the Risk fund decreases by \$298.

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

N/A

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

N/A

ATTACHMENT A

Budget Modification

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).**

N/A

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

N/A

- **What do the changes accomplish?**

Approval of classification decision from human resources classification compensation unit.

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

Yes, reclassification of a HR Manager 2 to a HR Manager 1.

- **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.

ATTACHMENT B

BUDGET MODIFICATION:DCM-08

Required Signatures

Elected Official or
Department/
Agency Director:



Date:

Karyne Kieta

12/22/11

Budget Analyst:



Date: 12-22-11

Karyne Kieta

Department HR:



Date: Dec. 15, 2011

Countywide HR:



Date: 12/16/11

John Kaneski