



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

Board Clerk Use Only

Meeting Date:	<u>6/26/14</u>
Agenda Item #:	<u>C.3</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>6/12/14</u>

Agenda Title:	BUDGET MODIFICATION DCM-15 reclassifying Human Resources Technician (NR) to Human Resources Analyst 1 (NR) as determined by Central Human Resources Classification Compensation unit.
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Requested Meeting Date:	_____	Time Needed:	<u>Consent</u>
Department:	<u>County Management</u>	Division:	<u>Human Resources</u>
Contact(s):	<u>Wayne Scott</u>		
Phone:	<u>988-6904</u>	Ext.	<u>86904</u>
		I/O Address:	<u>503/3/300</u>
Presenter Name(s) & Title(s):	<u>N/A</u>		

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of budget modification DCM-15 reclassifying Human Resources Technician (NR) to Human Resources Analyst 1 (NR) as determined by Central Human Resources Classification Compensation unit.

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 classification request 2503 initiated by management. The position will be responsible for professional and technical support for the Leadership Academy, Executive Learning Series, countywide training forecasting, program improvement recommendations based on training evaluations; and managing a program budget of approximately \$150,000.

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

This reclassification results in a 5% pay differential equating to minimal cost adjustments in the FY14 and FY15 budgets.

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

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?**

Central Human Resources budget will absorb the pay differential (cost center 706000) in program offer 72017.

- **What do the changes accomplish?**

Approval of classification decision from Central Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes, reclassification of position from Human Resources Technician (NR) to Human Resources Analyst 1 (NR).

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

Required Signatures

Elected Official or Dept Director: Karyne Kieta /s/ **Date:** 6-12-14

Budget Analyst: Ching Hay /s/ **Date:** 6-12-14

Department HR: N/A **Date:** _____

Countywide HR: Travis Graves /s/ **Date:** 6-12-14