



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-9 DATE 8/4/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 080416
Agenda Item #: C.9
Est. Start Time: 9:30 am
Date Submitted: 7/19/16

Agenda Title: BUDGET MODIFICATION # DCM-01-17: Reclassification of three Finance Specialist 1 positions to Finance Specialist 2 positions

Requested Meeting Date: August 4, 2016

Time Needed: _____

Department: 72 - County Management

Division: Finance and Risk Management

Contact(s): Eric Arellano, Mark Campbell and Debra Anderson

Phone: 503-988-6355

Ext. 86355

I/O Address 503/5

Presenter Name(s) & Title(s): Consent Agenda

General Information

1. What action are you requesting from the Board?

Approval of reclassification #3419, as recommended by the Class Comp section of Central HR. Two positions (1.5 FTE) in Accounts Payable section of Finance and Risk Management are being reclassified from Finance Specialist 1 to Finance Specialist 2 effective July 1, 2016.

Approval of reclassification #3440, as recommended by the Class Comp section of Central HR. A position in General Ledger section of Finance & Risk Management is being reclassified from Finance Specialist 1 to Finance Specialist 2, with a retro-active effective date of December 17, 2015.

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.

Two (2) vacant positions within Finance and Risk Management in DCM are submitted for a reclassification from Finance Specialist 1 to Finance Specialist 2. The work has evolved significantly requiring more independent judgment based on interpretation of rules and best practices. Over the last 10 years, the County has moved from a single payment method with a weekly pay cycle to pay for vendor services to expand to vendor, customer and employee reimbursements, government to government transfers and electronic payment methods with multiple daily payment cycles. These positions are responsible for daily auditing and reviewing of

payable documents entered into the ERP system by other departments, reconciling and balancing ledger accounts and maintaining data integrity.

A position within Finance and Risk Management in DCM is submitted for a reclassification from Finance Specialist 1 to Finance Specialist 2. The General Ledger group was used as a pilot for the Strength Finder assessment and as a result of this program, job duties were realigned. In addition due to turnover of staff, further shifts in duties resulted requiring this position to take on additional responsibilities requiring increased accounting expertise and independence. This position is responsible for auditing and reviewing accounting transactions made by other County departments and working with finance personnel in resolving issues resulting from monitoring and reconciling general ledger accounts.

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

This action will increase the salary and benefits for these positions in DCM by \$11,702 for fiscal year 2017. The increase will be covered within budgeted resources, by reducing materials and services. The current top step of the new classification is 16% higher than the current classification's top step. It is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget. Risk Fund increases by \$616.

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

None

5. Explain any citizen or other government participation.

None

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).

Service Reimbursement to the Risk Fund by \$616 due to personnel budget changes.

7. What budgets are increased/decreased?

The Risk Fund increases by \$616.

8. What do the changes accomplish?

Reclassification of two Finance Specialist 1 positions in Accounts Payable in the Finance and Risk Management division effective July 1, 2016.

Reclassification of a Finance Specialist 1 position in General Ledger in the Finance and Risk Management division effective December 17, 2015.

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

Three reclassifications.

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

**Elected Official or
Dept. Director:** Travis Graves /s/

Date: 7-18-16

Budget Analyst: Ching Hay /s/

Date: 7-19-16

Department HR: Susan Yee /s/

Date: 7-15-16

Countywide HR: Susan Mullett /s/

Date: 7-15-16

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCM-01-17

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	72002-17	1000	72-10	0020	704100	60000 - Permanent	422,731	424,804	2,073	
2	72002-17	1000	72-10	0020	704100	60130 - Salary Related Expns	144,360	144,996	636	
3	72002-17	1000	72-10	0020	704100	60140 - Insurance Benefits	129,210	129,360	150	
4	72002-17	1000	72-10	0020	704100	60260 - Travel & Training	5,204	2,345	(2,859)	
1000 Total										0
72-10 Total										0
Program Offer Number 72002-17 Total										0
5	72004-17	1000	72-10	0020	704300	60000 - Permanent	610,526	616,961	6,435	
6	72004-17	1000	72-10	0020	704300	60130 - Salary Related Expns	197,090	199,032	1,942	
7	72004-17	1000	72-10	0020	704300	60140 - Insurance Benefits	179,418	179,884	466	
1000 Total										8,843
72-10 Total										8,843
Program Offer Number 72004-17 Total										8,843
8	72008-17	1000	72-10	0020	704400	60170 - Professional Svcs	1,442,531	1,433,688	(8,843)	
1000 Total										(8,843)
72-10 Total										(8,843)
Program Offer Number 72008-17 Total										(8,843)
9	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,651,267)	(77,651,883)	(616)	
10	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,199,920	12,200,536	616	
3500 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCM-01-17

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
	72-80 Total									0
				Program Offer Number 72020-17 Total						0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCM-01-17

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
705608	6029	Finance Specialist 1		1000	704100	(1.00)	(53,984)	(16,579)	(18,915)	(89,478)
705608	6030	Finance Specialist 2		1000	704100	1.00	52,490	16,120	18,806	87,416
712341	6029	Finance Specialist 1		1000	704300	(1.00)	(49,507)	(15,204)	(18,590)	(83,301)
712341	6030	Finance Specialist 2		1000	704300	1.00	54,250	16,660	18,934	89,844
716662	6029	Finance Specialist 1		1000	704100	(0.50)	(22,678)	(6,965)	(10,200)	(39,843)
716662	6030	Finance Specialist 2		1000	704100	0.50	26,245	8,060	10,459	44,764
Total Annualized Changes:						0.00	\$6,816	\$2,092	\$494	\$9,402

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				
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Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCM-01-17

	Total Current FY Changes:	0.00	\$6,816	\$2,092	\$494	\$9,402
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