



Multnomah County Agenda Placement Request Budget Modification (FY 2018)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCA-14-18: Reclass Executive Specialist to Finance Specialist 1 in DCA Administrative Hub Services

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

Department: 78 - County Assets **Division:** Administrative Hub Services

Contact(s): Lisa Whedon

Phone: 5039887580 **Ext.** 8-7580 **I/O Address** 503/04

Presenter Name(s) & Title(s): Lisa Whedon, Budget and Planning Manager

General Information

1. What action are you requesting from the Board?

The Department of County Assets is requesting Board approval of budget modification DCA-14-18 reclassifying Position #717456 Executive Specialist (JCN 6005) to a Finance Specialist 1 (JCN 6029) in Program Offer 78102-18 (Administrative Hub Finance).

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 Class Comp decision #4011 a reclassification initiated by management in the Administrative Hub of the Department of County Assets (DCA) is for reclassification from a Executive Specialist to a Finance Specialist 1 due to the position performing duties different from the original intent since being created. The position's duties have shifted to supporting the Finance division more than administrative support since there was a need and it has been determined this position is needed on an ongoing basis. Responsibilities include running and analyzing reports on motor pool usage, including collecting fuel and mileage data and entering into the ledger; collecting and entering various month end Fleet data; organizing and sorting accounts payable and purchasing card receipts; performing analysis of process efficiency and making recommendations for improvements; monitoring vendor statements and communicating with vendors and staff to ensure timely payments; recording invoice information in SAP; performing goods receipt transactions; processing vendor payments; reallocating travel expenses; performing check handling and processing.

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

The fiscal impact of this reclassification is budget neutral.

Please note, the current top step of the new classification is 3.0% higher than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. The financial impact of the new classification will be funded within the ongoing department's budget.

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

NA

5. Explain any citizen or other government participation.

NA

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).

NA

7. What budgets are increased/decreased?

8. What do the changes accomplish?

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

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

Yes. Upon Board approval position Position #717456 Executive Specialist (JCN 6005) to a Finance Specialist 1 (JCN 6029).

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:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____