



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.5 DATE 8/16/18
TAJA NELSON, ASST. BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/16/18
Agenda Item #: C.5
Est. Start Time: 9:30 a.m.
Date Submitted: 7/27/18

Agenda Title: BUDGET MODIFICATION # DCM-03-19: Three Position Reclassifications in DCM Division of Assessment, Recording and Taxation

Requested Meeting Date: August 16, 2018 **Time Needed:** _____

Department: 72 - County Management **Division:** Division of Assessment, Recording and Taxation (DART)

Contact(s): Debra Anderson and Matt Moline

Phone: 5039886355 **Ext.** 86355 **I/O Address** 503/2

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

General Information

1. What action are you requesting from the Board?

Approval of reclassification #4089, #4091 and #4051 as recommended by the Class Comp section of Central HR, for positions 718041, 706112, 705139. Position 718041 is being reclassified from an Office Assistant Senior to an Executive Specialist effective December 19, 2017. Position 706112 is being reclassified from an Administrative Analyst (NR) to a represented Data Analyst Senior effective July 1, 2018. Position 705139 is being reclassified from a Program Supervisor to a Manager 1 effective May 2, 2018.

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.

Position 718041: This filled position in the Department of County Management's Division of Assessment, Recording, and Taxation (DART) is requested for reclassification from Office Assistant Senior to Executive Specialist due to the gradual assumption of higher-level duties and the need for the position to continue in this capacity with recent staffing changes. The purpose of this position is to provide administrative and financial duties in DART on behalf of the Deputy

County Assessor.

Position 706112: This position in the Department of County Management's Division of Assessment, Recording, and Taxation (DART) is requested for reclassification from Administrative Analyst (NR) to Data Analyst Senior due to the current position no longer being needed and an increased demand for Data Analyst Senior level work with the implementation of the new Orion CAMA system.

Position 705139: This vacant position in the Department of County Management's Division of Assessment, Recording, and Taxation (DART) is requested for reclassification from Program Supervisor to Manager 1 due to a reorganization in DART that now requires a manager instead of a supervisor to be in a leadership role.

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

This action increases personnel costs by \$18,516 in FY19 and is offset by a corresponding reduction in the supplies budget. The top of range of the new classification for position 718041 is 16% higher than the current classification. The top of range of the new classification for position 706112 is 18.7% higher than the current classification. The top of range of the new classification for position 705139 is 15.8% higher than the current classification. It is anticipated that in subsequent fiscal years the financial impact of these reclassification's will be covered within existing resources.

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).

Risk Fund Revenue increases by \$935.

7. What budgets are increased/decreased?

Risk Fund Increases by \$935.

8. What do the changes accomplish?

Reclassification.

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

NA

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:** Marissa Madrigal /s/

Date: 7-26-18

Budget Analyst: Ching Hay /s/

Date: 7-27-18

Department HR: Carey Burney /s/

Date: 7-26-18

Countywide HR: Karie Miller /s/

Date: 7-26-18

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCM-03-19

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	72020-19	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(86,623,249)	(86,624,184)	(935)	
2	72020-19	3500	72-80	0020	705210	60330 - Claims Paid	5,795,133	5,796,068	935	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-19 Total										0
3	72023-19	1000	72-30	0020	706201	60000 - Permanent	334,922	269,015	(65,907)	
4	72023-19	1000	72-30	0020	706201	60130 - Salary Related Expns	121,624	94,750	(26,874)	
5	72023-19	1000	72-30	0020	706201	60140 - Insurance Benefits	86,075	64,946	(21,129)	
6	72023-19	1000	72-30	0020	706201	60240 - Supplies	60,000	41,484	(18,516)	
1000 Total										(132,426)
72-30 Total										(132,426)
Program Offer Number 72023-19 Total										(132,426)
7	72024-19	1000	72-30	0020	706209	60000 - Permanent	440,417	462,995	22,578	
8	72024-19	1000	72-30	0020	706209	60130 - Salary Related Expns	152,215	159,847	7,632	
9	72024-19	1000	72-30	0020	706209	60140 - Insurance Benefits	181,421	187,122	5,701	
1000 Total										35,911
72-30 Total										35,911
Program Offer Number 72024-19 Total										35,911
10	72025A-19	1000	72-30	0020	706203	60000 - Permanent	424,371	446,949	22,578	
11	72025A-19	1000	72-30	0020	706203	60130 - Salary Related Expns	145,337	152,969	7,632	

Exp/Rev/FTE - Budget Modification

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Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
12	72025A-19	1000	72-30	0020	706203	60140 - Insurance Benefits	162,016	167,717	5,701	
1000 Total										35,911
72-30 Total										35,911
Program Offer Number 72025A-19 Total										35,911
13	72027-19	1000	72-30	0020	706211	60000 - Permanent	708,281	730,859	22,578	
14	72027-19	1000	72-30	0020	706211	60130 - Salary Related Expns	269,291	276,923	7,632	
15	72027-19	1000	72-30	0020	706211	60140 - Insurance Benefits	247,955	253,656	5,701	
1000 Total										35,911
72-30 Total										35,911
Program Offer Number 72027-19 Total										35,911
16	72028-19	1000	72-30	0020	706202	60000 - Permanent	544,294	566,872	22,578	
17	72028-19	1000	72-30	0020	706202	60130 - Salary Related Expns	204,844	212,476	7,632	
18	72028-19	1000	72-30	0020	706202	60140 - Insurance Benefits	175,181	180,882	5,701	
1000 Total										35,911
72-30 Total										35,911
Program Offer Number 72028-19 Total										35,911
19	72029-19	1000	72-30	0020	706401	60000 - Permanent	199,374	269,119	69,745	
20	72029-19	1000	72-30	0020	706401	60130 - Salary Related Expns	67,547	95,110	27,563	
21	72029-19	1000	72-30	0020	706401	60140 - Insurance Benefits	51,868	73,260	21,392	
1000 Total										118,700
72-30 Total										118,700

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCM-03-19

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
					Program Offer Number 72029-19 Total					118,700
22	72030-19	1000	72-30	0020	706402	60000 - Permanent	546,576	466,019	(80,557)	
23	72030-19	1000	72-30	0020	706402	60130 - Salary Related Expns	193,376	166,147	(27,229)	
24	72030-19	1000	72-30	0020	706402	60140 - Insurance Benefits	174,547	152,415	(22,132)	
	1000 Total									(129,918)
	72-30 Total									(129,918)
					Program Offer Number 72030-19 Total					(129,918)

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCM-03-19

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
705139	9361	Program Supervisor		1000	706402	(1.00)	(80,557)	(27,229)	(22,132)	(129,918)
705139	9615	Program Manager 1		1000	706202	0.25	22,578	7,632	5,701	35,911
705139	9615	Program Manager 1		1000	706203	0.25	22,578	7,632	5,701	35,911
705139	9615	Program Manager 1		1000	706209	0.25	22,578	7,632	5,701	35,911
705139	9615	Program Manager 1		1000	706211	0.25	22,578	7,632	5,701	35,911
706112	6456	Data Analyst/Sr		1000	706401	1.00	69,745	27,563	21,392	118,700
706112	9006	Administrative Analyst		1000	706201	(1.00)	(68,089)	(27,590)	(21,278)	(116,957)
718041	6002	Office Assistant/Sr		1000	706201	(1.00)	(46,683)	(15,312)	(19,812)	(81,807)
718041	6005	Executive Specialist		1000	706201	1.00	48,865	16,028	19,961	84,854
Total Annualized Changes:						0.00	\$13,593	\$3,988	\$935	\$18,516

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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
705139	9361	Program Supervisor		1000	706402	(1.00)	(80,557)	(27,229)	(22,132)	(129,918)
705139	9615	Program Manager 1		1000	706202	0.25	22,578	7,632	5,701	35,911
705139	9615	Program Manager 1		1000	706203	0.25	22,578	7,632	5,701	35,911
705139	9615	Program Manager 1		1000	706209	0.25	22,578	7,632	5,701	35,911
705139	9615	Program Manager 1		1000	706211	0.25	22,578	7,632	5,701	35,911

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCM-03-19

						Current Year				
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706112	6456	Data Analyst/Sr		1000	706401	1.00	69,745	27,563	21,392	118,700
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718041	6002	Office Assistant/Sr		1000	706201	(1.00)	(46,683)	(15,312)	(19,812)	(81,807)
718041	6005	Executive Specialist		1000	706201	1.00	48,865	16,028	19,961	84,854
Total Current FY Changes:						0.00	\$13,593	\$3,988	\$935	\$18,516