



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 03/25/11)

**Board Clerk Use Only**

|                         |         |
|-------------------------|---------|
| <b>Meeting Date:</b>    | 6/14/12 |
| <b>Agenda Item #:</b>   | C.1     |
| <b>Est. Start Time:</b> | 9:30 am |
| <b>Date Submitted:</b>  | 6/4/12  |

**BUDGET MODIFICATION: Countywide-03**

**Agenda Title: BUDGET MODIFICATION CW-03 Finance Study Phase 2 – Classification  
Only Study for Non-Represented Positions in 7 Classifications**

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

|  |                          |                               |               |
|--|--------------------------|-------------------------------|---------------|
| <b>Requested Meeting Date:</b>           | June 14, 2012            | <b>Amount of Time Needed:</b> | n/a           |
| <b>Department:</b>                       | County Management        | <b>Division:</b>              | HR Class Comp |
| <b>Contact(s):</b>                       | Joi Doi – Class Comp;    |                               |               |
| <b>Phone:</b>                            | (503) 988-5015           | <b>Ext.</b>                   | 83241         |
| <b>Presenter Name(s) &amp; Title(s):</b> | Consent Agenda Requested |                               |               |
| <b>I/O Address:</b>                      |                          |                               |               |

**General Information**

**1. What action are you requesting from the Board?**

To approve the final recommended classifications for approximately 34 positions throughout the County studied by Class Comp (as well as the recommended pay grade changes outlined in #3). The study known as the Finance Study – Phase 2 (Non-Represented Classifications), was completed in May 2012 and became effective on May 11, 2012.

**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.**

Finance Study Phase 1 that concluded in February 2012 included Local 88 represented Finance classifications (Finance Technician through Finance Specialist Senior) and the represented Budget Analyst classification.

Finance Study Phase 2 followed to include 34 non-represented positions in the following 7 classifications:

- Budget Analyst Senior (9730)
- Budget Analyst Principal (9734)
- Finance Supervisor (9335)
- Finance Manager (9336)
- Finance Manager Senior (9338)
- Chief Financial Officer (9810)
- Payroll Specialist (9337)

The scope of this project was a classification-only study in order to review the current non-represented finance classifications, update and revise the class specifications if needed (without conducting a labor market compensation review/evaluation), and allocate the positions in the study to the appropriate job classifications.

The majority of these classifications are used in the Department of County Management (53%) and the Health Department (21%). However, these classifications are also found in other departments throughout the County, including: Community Services; Community Justice; County Assets; Library; Information Technology; and Sheriff's Office. These broad classifications encompass functions which have varying accounting/fiscal work assignments in diverse programs.

Local Government Personnel Institute (LGPI) was hired to conduct this study with consultant Dana Bennett assigned as the external project manager. After considerable review of the position descriptions and information obtained from desk interviews, employees, managers, and the finance management occupational panels, Dana Bennett (LGPI) and Class Comp team determined that the current finance classification structure remains effective and successful. Broad classifications and the existing progression are working well -- they offer greater flexibility in assigning work and provide for better overall cross training and employee development opportunities. Therefore, the existing classifications were maintained.

For more detailed information please see the attached study.

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

Of 34 positions studied, 3 changed to job classes with higher pay grades and 2 changed to job classes with lower pay grades; with the remaining staying unchanged. (it was determined that they were appropriately classified).

The following details the cost changes by program:

Program 72029 Budget Office – reclasses a 1.00 Finance Manager Sr. to a Deputy Director – no financial impact

Program 78001 Business Services – reclasses a 1.00 Finance Manager to a 1.00 Finance Supervisor with an annual savings of \$25,105. For the current fiscal year the savings is \$3,264.

Program 40034 Quality Assurance – reclasses a 1.00 Finance Supervisor to a Finance Specialist Sr. with an annual increase of \$1,102. For the current fiscal year the cost increase is \$121.

There are 2.00 other positions that were impacted by the study; however, they are vacant for FY

2012 and are not budgeted for FY 2013 so there is no financial impact.

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

Multnomah County Personnel Rule 5-50, in essence, states that employees and all positions should be properly classified. Further, Central Human Resources is responsible maintaining a pay and classification system, and for reviewing positions whenever the duties change substantially. Central Human Resources also classifies and reclassifies all regular and limited duration positions to approved classifications based on an analysis of duties, responsibilities, knowledge, skills, abilities, and qualifications. Multnomah County Personnel Rule 5-45 provides the foundation for Central HR to create and maintain an appropriate salary structure to facilitate recruitment, retain competent employees with necessary skills/talents, and to establish equitable internal and external pay relationships. With the periodic review of classifications and pay integrity for work performed, the County will maintain public trust in its financial stewardship.

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

All employees and their salaries are published annually.

## 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).**  
Not applicable
- **What budgets are increased/decreased?**  
The Risk Fund is decreased by \$192.
- **What do the changes accomplish?**  
The reclassifications implement the Finance Study Phase 2 recommendations.
- **Do any personnel actions result from this budget modification? Explain.**  
There are no changes in full time equivalents; however, there are changes in classifications.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**  
Not applicable
- **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?**  
Not applicable
- **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)?**  
Not applicable

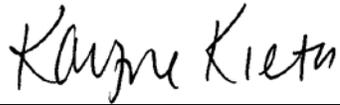
*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

## ATTACHMENT B

BUDGET MODIFICATION: Countywide -03

### Required Signatures

Elected Official or  
Department/  
Agency Director:



Date: 5/31/12

Budget Analyst:



Date: 5/31/12

Countywide HR:



Date: 5/24/2012