



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCHS-05-17: Reclassify Finance Specialist 2 to a Finance Specialist Senior in DCHS Business Services and Operations

**Requested Meeting Date:** 12/15/16

**Time Needed:** N/A (Consent Agenda)

**Department:** 25 - County Human Services

**Division:** DCHS Business Services

**Contact(s):** Deb Ayo

**Phone:** 503-988-7532

**Ext.** 87532

**I/O Address** 167/1/240

**Presenter Name(s) & Title(s):** N/A - Consent Agenda

## General Information

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

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS-05-17 authorizing the reclassification of a full-time Finance Specialist 2 position, along with the incumbent, to a Finance Specialist Senior in Program Offer 25002A DCHS Business Services and Operations as determined by HR Class/Comp reclassification request #3619.

### 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.

The Finance Specialist 2 position in the DCHS Business Services Accounts Payable unit is being submitted by management for reclassification to Finance Specialist Senior because the unit originally had a supervisor and during reorganization the position was reclassified to a Finance Manager. Since the manager has taken on new responsibilities, additional duties have been added to this Finance Specialist 2 position, including complex reporting, higher level of analysis, problem-solving and trouble-shooting complex transactions and audits, and acting as a lead worker. This position will lead the daily functional and technical activities for the unit, develop procedures and internal controls, serve as the liaison for preparing documentation for external audits, oversee the timely processing of invoice payments, mileage reimbursements and travel and training reimbursements, and make recommendations to management to improve efficiency and accuracy.

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

The pay scale for the Finance Specialist Senior position is higher than that of a Finance Specialist 2 and the effective date of the reclassification is May 8, 2016. This will result in a total current fiscal year budget increase in personnel costs for the DCHS Business Services and Operations program offer of \$6,074. The budget for Printing expense will be reduced by a like amount to offset the increased personnel costs. Subsequent fiscal year personnel costs will increase \$4,958 per annum plus any approved merit and COLA increases and will be absorbed within the division's budget.

Service reimbursement from the Federal/State fund to the Risk Management fund for insurance benefits will increase by \$461.

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

N/A

**5. Explain any citizen or other government participation.**

N/A

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**Budget Modification**

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**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).**

There is no change in revenue.

**7. What budgets are increased/decreased?**

There is a neutral impact to the DCHS Business Services & Operations budget offer as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$461.

**8. What do the changes accomplish?**

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Finance Specialist 2 position and the incumbent to a Finance Specialist Senior in order to accurately reflect the actual functions and evolving duties of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a full-time position in DCHS Business Services and Operations from a Finance Specialist 2 to a Finance Specialist Senior as determined by the Class/Comp unit of Central Human Resources.

**10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

**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?**

N/A

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)?

N/A

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**Required Signature**

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Elected Official or Dept. Director:	_____	Date:	_____
Budget Analyst:	_____	Date:	_____
Department HR:	_____	Date:	_____
Countywide HR:	_____	Date:	_____