



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 3/17/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 3/17/16
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 2/29/16

Agenda Title: BUDGET MODIFICATION # DCM-12-16: Reclassify Finance Specialist 2 to Finance Specialist Sr in Finance & Risk General Ledger Program

Requested Meeting Date: March 17, 2016 **Time Needed:** Consent Agenda
Department: 72 - County Management **Division:** Finance & Risk Management
Contact(s): Mark Campbell & Debra Anderson

Phone: 503-988-6229 **Ext.** 86229 **I/O Address** _____

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

General Information

1. What action are you requesting from the Board?

Approval of reclassification #3268, as recommended by the Class Comp section of Central HR. This position is currently a Finance Specialist 2 and is being reclassified to a Finance Specialist Sr, with an effective date of July 8, 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.

This filled position within the Finance and Risk Management division in DCM is submitted for a reclassification from Finance Specialist 2 to Finance Specialist Senior. The General Ledger work group has recently lost a substantial number of years of institutional knowledge in the technical accounting area and duties previously performed by the supervisor are now assigned to this position. This position is responsible for the auditing and reviewing of account entries made by County Departments, providing technical assistance and accounting guidance to finance personnel, and monitoring and reconciling general ledger accounts.

This change will impact program offer 72004A - FRM General Ledger.

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

This action will increase the salary and benefits for this position by \$2,701 for fiscal year 2016. The offsetting reduction will be in the printing budget in the same program offer. There is also an increase to the Risk Fund in the amount of \$144.

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).

An increase to the Risk fund in the amount of \$144.

7. What budgets are increased/decreased?

Salary and benefits are balanced within the program.

8. What do the changes accomplish?

Reclassification of a Finance Specialist 2 to Finance Specialist Sr, effective July 8, 2015.

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

Reclassification.

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:** Karyne Kieta /s/

Date: 2-29-16

Budget Analyst: Ching Hay /s/

Date: 2-29-16

Department HR: Susan Yee /s/

Date: 2-29-16

Countywide HR: Susan Mullett /s/

Date: 2-24-16

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-12-16

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 | 72004A-16 | 1000 | 72-10 | 0020 | 704300 | 60000 - Permanent | 593,440 | 595,427 | 1,987 | |
| 2 | 72004A-16 | 1000 | 72-10 | 0020 | 704300 | 60130 - Salary Related Expns | 185,131 | 185,701 | 570 | |
| 3 | 72004A-16 | 1000 | 72-10 | 0020 | 704300 | 60140 - Insurance Benefits | 170,495 | 170,639 | 144 | |
| 4 | 72004A-16 | 1000 | 72-10 | 0020 | 704300 | 60180 - Printing | 5,000 | 2,299 | (2,701) | |
| 1000 Total | | | | | | | | | | 0 |
| 72-10 Total | | | | | | | | | | 0 |
| Program Offer Number 72004A-16 Total | | | | | | | | | | 0 |
| 5 | 72020-16 | 3500 | 72-80 | 0020 | 705210 | 50316 - Svc Rmb Med/Dental | (71,378,629) | (71,378,773) | (144) | |
| 6 | 72020-16 | 3500 | 72-80 | 0020 | 705210 | 60330 - Claims Paid | 7,873,134 | 7,873,278 | 144 | |
| 3500 Total | | | | | | | | | | 0 |
| 72-80 Total | | | | | | | | | | 0 |
| Program Offer Number 72020-16 Total | | | | | | | | | | 0 |

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-12-16

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 |
| 701457 | 6030 | Finance Specialist 2 | | 1000 | 704300 | (1.00) | (56,487) | (16,206) | (18,247) | (90,940) |
| 701457 | 6032 | Finance Specialist/Sr | | 1000 | 704300 | 1.00 | 58,474 | 16,776 | 18,391 | 93,641 |
| Total Annualized Changes: | | | | | | 0.00 | \$1,987 | \$570 | \$144 | \$2,701 |

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 |
| 701457 | 6030 | Finance Specialist 2 | | 1000 | 704300 | (1.00) | (56,487) | (16,206) | (18,247) | (90,940) |
| 701457 | 6032 | Finance Specialist/Sr | | 1000 | 704300 | 1.00 | 58,474 | 16,776 | 18,391 | 93,641 |
| Total Current FY Changes: | | | | | | 0.00 | \$1,987 | \$570 | \$144 | \$2,701 |