



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				
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