



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-5 DATE 6/30/16  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 6/30/16  
Agenda Item #: C.5  
Est. Start Time: 9:30 am  
Date Submitted: 6/22/16

Agenda Title: **BUDGET MODIFICATION # NOND-01-17: Reclassifying a 1.00  
Legislative/Administrative Secretary to a Management (Performance  
Auditor)**

Requested Meeting Date: 6/30/16 Time Needed: Consent Agenda

Department: 1030 - Auditor

Division: \_\_\_\_\_

Contact(s): Steve March, County Auditor and Christian Elkin, Nondepartmental Business  
Manager

Phone: 503-988-7689 Ext. 87689 I/O Address 501/503

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

## General Information

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

The Auditor's Office requests approval of the budget modification to reclassify a 1.00 Legislative/Administrative Secretary to a Management Performance Auditor as approved by Central HR Class/Comp unit.

### 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 vacant position within the Auditor's Office is submitted for a reclassification from Legislative Administrative Secretary to Management (Performance Auditor) as a result of the employee's retirement. The duties of the Legislative Administrative Secretary have decreased and existing duties will be assigned to other professional level staff. Audit work has continued to develop as a result of expanded service levels and broader use of contractors has increased the County's financial risks in areas of compliance and service delivery. Duties will include gathering and interpreting information from various sources, including financial records, in preparing audit plans; conducting and documenting interviews with management, staff, contractors and other parties and

developing findings and making recommendations; organizing and analyzing complex data in regards to use of County resources against objectives and outcomes; planning and implementing complex audit plans, including the contract risk analysis; and creating and preparing reports and communicating and presenting complex information.

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

The budget modification is neutral as the positions have the same salary range.

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

This classification decision is subject to all applicable requirements stated in Multnomah County Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described.

**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).**

N/A

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

No budgets are being changed.

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

Approval of a reclassification decision from central HR Class/Comp unit.

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

Yes, reclassifies a Legislative Administrative Secretary to Management (Performance Auditor).

**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** Steve March /s/  
**Dept. Director:**

**Date:** 6/22/16

**Budget Analyst:** Christian Elkin /s/

**Date:** 6/22/16

**Department HR:** Susan Yee /s/

**Date:** 6/13/16

**Countywide HR:** Susan Mullett /s/

**Date:** 6/10/16

## Exp/Rev/FTE - Budget Modification

Budget Year:

Budget Modification: NOND-01-17

### 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)
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### Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

No positions were affected by this Budget Modification.

### Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

No positions were affected by this Budget Modification.

2017

Subtotal

**Exp/Rev/FTE - Budget Modification**

Budget Year: :

Budget Modification: NOND-01-17

**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)
703750	9010	Management (Performance Auditor)	61026	1000	103000	0.90			
703750	9001	Legislative/Administrative Secretary	61026	1000	103000	(1.00)			
<b>Total Annualized Changes:</b>						<b>0.00</b>			

No Change

Total