



**Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)**

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # 0.4 DATE 9/28/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/28/17
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 9/12/17

Agenda Title: BUDGET MODIFICATION # DCA-02-18: Reclassify Finance Specialist Sr. to Project Manager Represented in DCA Administrative Hub Finance

Requested Meeting Date: September 28, 2017 Time Needed: Consent Agenda

Department: 78 - County Assets Division: Administrative Hub Services

Contact(s): Lisa Whedon

Phone: 503-988-7580 Ext. 8-7580 I/O Address 503/4

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

General Information

1. What action are you requesting from the Board?

The Department of County Assets is requesting Board approval of budget modification DCA-02-18 reclassifying Position #715672 Finance Specialist Senior (JCN 6032) to Project Manager Represented (JCN 6063) in Program Offer 78102-18 (Administrative Hub Finance).

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 modification reflects Class Comp decision #3834 a reclassification initiated by management in the Administrative Hub of the Department of County Assets (DCA) is for reclassification of a filled position from a Finance Specialist Senior to a Project Manager Represented as a result of a gradual assumption of higher-level duties and responsibilities since February 2017. The position was originally established to create, design, and implement a master plan for Multco Marketplace (MMP) with the intent being that post implementation it would transition to fiscal transaction monitoring and reporting. Over time the position has evolved from being a subject matter expert to a project manager that handles accounting-related activities and financial and statistical monitoring, in addition to reporting and oversight of the system-wide health of MMP, Intangible Asset Capitalization, and the programs and divisions that make up DCA.

The duties, responsibilities, and qualifications support that this position is allocated to Project Manager Represented (6063).

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

This reclassification is budget neutral. In subsequent years the reclassified position will be subject to the approved cost of living adjustments and step increases.

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

NA

5. Explain any citizen or other government participation.

NA

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).

NA

7. What budgets are increased/decreased?

NA

8. What do the changes accomplish?

Implementation of a Classification and Compensation decision to reclassify position #715672 Finance Specialist Senior (JCN 6032) to Project Manager Represented (JCN 6063) in Program Offer 78102-18 (Administrative Hub Finance).

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

Yes. Upon Board approval position #715672 Finance Specialist Senior (JCN 6032) will be reclassified to Project Manager Represented (JCN 6063).

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:** Sherry Swackhamer /s/

Date: 9/7/17

Budget Analyst: Ching Hay /s/

Date: 9/12/17

Department HR: Prudence Veach /s/

Date: 9/8/17

Countywide HR: Karie Miller /s/

Date: 9/7/17

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-02-18

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	78102-18	1000	78-20	0020	709103	60000 - Permanent	275,192	275,192	0	
2	78102-18	1000	78-20	0020	709103	60130 - Salary Related Expns	93,454	93,454	0	
3	78102-18	1000	78-20	0020	709103	60140 - Insurance Benefits	72,580	72,580	0	
1000 Total										0
78-20 Total										0
Program Offer Number 78102-18 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-02-18

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
715672	6032	Finance Specialist/Sr		1000	709103	(1.00)	(73,628)	(28,464)	(20,828)	(122,920)
715672	6063	Project Manager		1000	709103	1.00	73,628	28,464	20,828	122,920
Total Annualized Changes:						0.00				

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
715672	6032	Finance Specialist/Sr		1000	709103	(1.00)	(73,628)	(28,464)	(20,828)	(122,920)
715672	6063	Project Manager		1000	709103	1.00	73,628	28,464	20,828	122,920
Total Current FY Changes:						0.00	\$0	\$0	\$0	\$0