



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

**Board Clerk Use Only**

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

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

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

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

**Agenda Title: BUDGET MODIFICATION # DCS-08-19: Reclassification of an Engineering Technician 2 to Engineering Technician 3**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent Calendar

**Department:** 91 - Community Services **Division:** Transportation

**Contact(s):** Joanna Valencia

**Phone:** 503-988-0219 **Ext.** 80219 **I/O Address** 425

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

**General Information**

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

The Department of Community Services is requesting the Board approve a budget modification DCS-8-19 for the reclassification of an Engineering Technician 2 to an Engineering Technician 3 position in the Transportation Division determined by the Classification Compensation (Class Comp) Unit of Central Human Resources.

**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 position in Road Services has seen increased responsibility around administration, management, and coordination of permits in addition to managing small-to-medium sized construction projects. Management requested the Class Comp Unit of Central Human Resources review the position classification. The job description was submitted to Central Human Resources to determine the appropriate classification of this position. Class Comp determined that the Engineering Technician 3 was the appropriate classification for the duties assigned.

The position (705205) is currently budgeted as an Engineering Technician 2. The budget modification detail sheets will delete the Engineering Technician 2 classification and create the Engineering Technician 3 classification in Transportation Division in response to Class Comp's decision.

The changes will impact program offer 91013-19 Transportation Road Services.

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

The reclassification of position 705205 will increase personnel costs by \$3,193 in the current year. The Program's travel and training budget will be reduced to offset the increased cost of this position.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step and merit increases in accordance with collective bargaining agreements and county personnel rules. Increased costs in future fiscal years will be funded within the Transportation Division budget.

These changes will not change the Community Services Department's total FTE.

**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).**

The Risk Fund service reimbursement increases by \$136 due to personnel related insurance cost changes.

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

The Risk Fund increases by \$136 due to personnel related budget changes.

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

Reclassify a 1.00 FTE Engineering Technician 2 to a 1.00 FTE Engineering Technician 3, position 705205, in the Transportation Road Services Division of the Community Services Department. Class Comp approved with an effective date of 02/01/18 (Request #4126).

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

Position 705205, in the Transportation Division is reclassified from a Engineering Technician 2 to an Engineering Technician 3.

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

Yes

**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)?**

The position is funded through the Transportation Division.

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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:** \_\_\_\_\_