



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.5 DATE 11-3-16
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/3/16
Agenda Item #: C.5
Est. Start Time: 9:30 am
Date Submitted: 10/17/16

Agenda Title: **BUDGET MODIFICATION # DCA-12-17: Reclassify Development Analyst Senior to IT Business Consultant Senior in DCA**

Requested Meeting Date: November 3, 2016 Time Needed: Consent Agenda
Department: 78 - County Assets Division: Information Technology
Contact(s): Lisa Whedon, Debra Lee
Phone: 503-988-7580 Ext. 87580 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-12-17 reclassifying a Development Analyst Sr position 709106 (JCN 6406) Program Offer 78309-17 IT Health & Human Services Application Services in the Information Technology division to a IT Business Consultant (JCN 6198).

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 in the Information Technology Division of the Department of County Assets is requested for reclassification (req # 3577) from a Development Analyst Senior to an IT Business Consultant Senior. The position was vacated on September 19, 2016. Subsequent evaluation of the work unit needs determined that custom development work to support the Health Department portfolio is necessary. The primary purpose of the position is to provide a single point of contact for Information Technology (IT) customers, working with them to understand their business needs from a strategic perspective, and applying a wide range of technologies to address those needs. This position will be responsible for service delivery including project management, business case preparations including total cost of ownership, defining requirements, business process analysis, and portfolio management for specific customers and the enterprise.

An analysis of the Development Analyst Senior, the IT Business Consultant, and the IT Business

Consultant Senior classifications was performed before making an allocation decision: the duties, responsibilities and qualifications support that this position is allocated to IT Business Consultant Senior (6198).

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

Personnel expense will increase \$965 in FY17. This will be offset with a reduction to cost element 60260 Travel and Training.

The current top step of the new classification is 8.46% less than the top step of the original position.

In subsequent fiscal years the reclassified position will be subject to the approved cost of living adjustments (COLA). The financial impact of the new classification will be funded within the ongoing department's budget.

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

N/A

5. Explain any citizen or other government participation.

N/A

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).

As a result of the increase in personnel cost the Risk Management program offer 72020-17 revenue increases by \$51.

7. What budgets are increased/decreased?

This re-classification results in revenue and expense increase to the Risk Management fund by \$51.

8. What do the changes accomplish?

Approval of reclassification from the Human Resources Classification Compensation unit will best reflect the duties of the position.

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

Yes, reclassification of a Development Analyst Sr position 709106 (JCN 6406) Program Offer 78309-17 IT Health & Human Services Application Services in the Information Technology division to a IT Business Consultant (JCN 6198).

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

Required Signature

**Elected Official or
Dept. Director:** Sherry Swackhamer /s/

Date: 10/13/16

Budget Analyst: Ching Hay /s/

Date: 10/17/16

Department HR: Patsy Moushey /s/

Date: 10/13/16

Countywide HR: Karie Miller /s/

Date: 10/13/16

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-12-17

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)	Subtotal
1	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,793,804)	(77,793,855)	(51)	
2	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,342,457	12,342,508	51	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-17 Total										0
3	78309-17	3503	78-70	0020	709604	60000 - Permanent	1,342,171	1,342,870	699	
4	78309-17	3503	78-70	0020	709604	60130 - Salary Related Expns	418,906	419,121	215	
5	78309-17	3503	78-70	0020	709604	60140 - Insurance Benefits	295,025	295,076	51	
6	78309-17	3503	78-70	0020	709604	60260 - Travel & Training	31,223	30,258	(965)	
3503 Total										0
78-70 Total										0
Program Offer Number 78309-17 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-12-17

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)	Total
709106	6198	IT Business Consultant/Sr		3503	709604	1.00	97,733	30,014	22,087	149,834
709106	6406	Development Analyst/Sr		3503	709604	(1.00)	(97,034)	(29,799)	(22,036)	(148,869)
Total Annualized Changes:						0.00	\$699	\$215	\$51	\$965

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
709106	6198	IT Business Consultant/Sr		3503	709604	1.00	97,733	30,014	22,087	149,834
709106	6406	Development Analyst/Sr		3503	709604	(1.00)	(97,034)	(29,799)	(22,036)	(148,869)
Total Current FY Changes:						0.00	\$699	\$215	\$51	\$965