



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCA-02-17: Reclassify Program Specialist to Data Analyst Sr in DCA Records Management

Requested Meeting Date: _____ Time Needed: Consent Agenda

Department: 78 - County Assets Division: Records Management

Contact(s): Lisa Whedon & Deirdre Mahoney-Clark

Phone: 503-988-7580 Ext. 87580 I/O Address 503/4

Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

The Department of County Assets is requesting Board Approval of budget modification DCA-02-17 reclassifying a Program Specialist (Job Class # 6021) to Data Analyst Senior (Job Class # 6456). Position # 715585 in Program Offer 78404-17 Class Comp Letter #3460.

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 management-sponsored request in the Records Management Division of the Department of County Assets is for reclassification of a filled position from a Program Specialist to a Data Analyst Senior.

Implementation of an electronic document and records management system (EDRMS) resulted in this position gradually assuming different, and higher level duties and responsibilities since June of 2015.

The position is responsible for serving as the administrator of the Electronic Document and Records Management System (EDRMS) including system development, user account maintenance, data classification and organization, and template development for record objects; serving as the project manager for on-boarding and upgrading user accounts, including customization of data entry templates and training of system users; pulling data in from networked servers and from extracts from other information systems and databases; developing and

analyzing metrics using EDRMS data to support program objectives, to advise customers, and for budgetary and financial purposes; developing reports and studies using EDRMS data to support program staff and management; developing and maintaining custom reports for programs and end users; providing technical assistance and troubleshooting for system users, including escalation to software vendor when necessary; serving as the liaison between customers and IT.

An analysis of the Program Specialist, Data Analyst, and Data Analyst Senior classifications was performed before making an allocation decision: The duties, responsibilities and qualifications support that this position is allocated to Data Analyst Senior. (6456).

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

Personnel expenses are expected to increase \$5,623.

The current top step of the new classification is 22.9% higher than the top step of the original position.

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

As a result of the increase in personnel cost the Risk Management program offer 72020-17 will increase by \$295.

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 will increase by \$295.

7. What budgets are increased/decreased?

The personnel budget will increase \$5,623 with offsetting decrease in the Capital Equipment.

8. What do the changes accomplish?

Approval of this management sponsored classification request will best reflect the duties of the position.

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

Yes, Program Specialist (Job Class # 6021) to Data Analyst Senior (Job Class # 6456). Position # 715585 in Program Offer 78404-17 (Class Comp Letter #3460)

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:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____