



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

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

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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).**

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

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