



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 # NOND-08-16: Reclassification of a 1.00 Program Specialist Senior to a Program Manager in Emergency Management

Requested Meeting Date: 12/3/15 **Time Needed:** N/A - Consent Agenda

Department: 1000 - Nondepartmental - All Other **Division:** Emergency Management

Contact(s): Christian Elkin - Principal Budget Analyst

Phone: 503.988.7689 **Ext.** 87689 **I/O Address** 503/501

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

General Information

1. What action are you requesting from the Board?

The Office of Emergency Management is requesting approval of budget modification NOND-08-16 authorizing the reclassification of a vacant full-time Program Specialist Senior (job class 6088) to a Program Manager 1 (job class 9615)

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 within the Office of Emergency Management is submitted for a reclassification request from Program Specialist Senior to Program Manager 1. The Office of Emergency Management has had one Program Manager 1 position but as the program has evolved, the current position's focus is primarily on the daily operations. A second Program Manager position is being requested to assume the duties of the Planning Division Chief. This position will manage the development and implementation of more than 30 emergency plans and programs, coordinate with state, regional and federal partners, and work with various advisory teams, including representatives from the County, other jurisdictions, non-profits, private industry, community organization and groups. A sampling of plans includes evacuation, mass care planning, debris removal, and damage assessment. Primary functions are county and regional preparedness, including managing and overseeing the County's emergency planning activities, such as mitigation, response and recovery plans, and negotiating with partners in defining emergency preparedness roles and responsibilities; supervision of three regional planners and providing day

to day oversight of the program; planning, including developing plans requiring federal and state review and approval, providing quarterly updates, obtaining public and private involvement, and presenting the plans to the elected officials for ratification; duty officer, including evaluating emergency incidents and coordinating the County's response; and emergency coordination center oversight, including activating the center during emergencies, and overseeing the public warning and notification systems

This budget modification impacts program offer 10012A.

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

The salary and benefits are increased for the position change by \$12,628 which is balanced within the program by a reduction in temporary personnel costs.

The Risk Fund is increased by \$602 to balance the increase in insurance benefits.

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

None.

5. Explain any citizen or other government participation.

None.

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).

The increase in the insurance benefits is added to the Risk Fund in the amount of \$602.

7. What budgets are increased/decreased?

The Office of Emergency Management is moving \$12,628 from the temporary line to permanent and the Central HR Benefits budget is increasing by \$602.

8. What do the changes accomplish?

Reclassification of a Program Specialist Senior (represented) to a Program Manager 1 (non-represented), with an increase in salary and benefits.

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

Reclassification of position 713213.

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: _____