



**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 # DCM-12-15: Reclassifying an HR Analyst 1 (NR) to an HR Analyst 2 (NR) in Finance & Risk Management

Requested Meeting Date: _____ **Time Needed:** Consent calendar

Department: 72 - County Management **Division:** Finance & Risk Management

Contact(s): Mark Campbell, CFO (Shaun Coldwell)

Phone: 503-988-6229 **Ext.** x86229 **I/O Address** _____

Presenter Name(s) & Title(s): Not applicable

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of budget modification DCM-12-15 reclassifying an HR Analyst 1 to an HR Analyst 2 in the Finance & Risk Management - Property & Liability Risk Management program.

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 a Class/Comp decision on a classification request initiated by management (request# 2747). This is reclassifying an existing position in the FY 2015 adopted budget from HR Analyst 1 (NR) to HR Analyst 2 (NR). The duties of this position have been evaluated and best reside under the non-represented classification-HR Analyst 2. The business needs and expectations are now requiring this position to perform higher level duties, including analyzing, interpreting policy, and processing all county-wide property and liability insurance and claims data. This position recognizes program deficiencies and initiates improvements to minimize loss outcomes. The position is currently filled.

This reclassification is effective July 20, 2014.

The changes impact program offer 72006-15 FRM Property and Liability Risk Management

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

This position is funded within existing resources (100% in Risk Fund). The reclassification request is adjusting pay retroactive to July 20, 2014 in the amount of \$16,463. The difference in salary and benefits is being offset by a decrease in the insurance budget. Ongoing, this increased cost will be absorbed by the program.

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

NA

5. Explain any citizen or other government participation.

NA

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).

Risk Fund revenue and expenditures are being increased by \$846 to reflect the changes in insurance benefits due to the reclassification.

7. What budgets are increased/decreased?

The position will include a salary increase, retroactive to July 20, 2014. The difference in salary and benefits for the year totals \$16,463. That amount is being reduced in the 60280-insurance line to balance this transaction.

8. What do the changes accomplish?

This action will approve the reclassification and pay adjustment for this position.

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

This filled position will be reclassified from an HR Analyst 1 (NR) non-exempt to an HR Analyst 2 (NR) exempt, with an effective date of July 20, 2014.

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)?

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____