



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-7 DATE 11/10/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/10/16
Agenda Item #: C.7
Est. Start Time: 9:30 a.m.
Date Submitted: 11/2/16

Agenda Title: BUDGET MODIFICATION # DCA-14-17: Reclass Fleet Maintenance Technician 3 to Fleet Maintenance Technician 2

Requested Meeting Date: November 10, 2016 Time Needed: Consent Agenda

Department: 78 - County Assets Division: Fleet Services

Contact(s): Lisa Whedon, Garret Vanderzanden

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-14-17 reclassifying position 712430 a Fleet Maintenance Technician 3 position (6182) in Program Offer 78400-17 Fleet Services, to a Fleet Maintenance Technician 2 position (6180).

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 # 3591 a reclassification initiated by management. This vacant position in the Fleet Services division of the Department of County Assets is requested for reclassification from a Fleet Services Technician 3 to a Fleet Services Technician 2 as a result of a reduction in staffing levels over several years that has created a need for fewer positions at the higher level. The reclassified position will no longer have any assigned lead responsibilities and will have a higher level of review and supervision that was previously required.

An analysis of the Fleet Maintenance Technician 1, Fleet Maintenance Technician 2, and Fleet Maintenance Technician 3 classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support this position is reclassified to a Fleet Maintenance Technician 2 (6180).

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

Personnel expenses are expected to decrease \$14,288 in FY17.

The current top step of the new classification is 16.25% less than the top step of the original position.

This will be offset by an increase in cost elements 60100, 60135 and 60145 for Temp, Non base Fringe & Non base Insurance. The fund balance is not changed.

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.

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).

NA

7. What budgets are increased/decreased?

NA

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 position #712430- Fleet Maintenance Technician 3 (JCN 6182) to Fleet Maintenance Technician 2 (JCN 6180) in program offer 78400-17.

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:	<u>Sherry Swackhamer /s/</u>	Date: <u>11/01/16</u>
Budget Analyst:	<u>Ching Hay /s/</u>	Date: <u>11/02/16</u>
Department HR:	<u>Patsy Moushey /s/</u>	Date: <u>11/01/16</u>
Countywide HR:	<u>Karie Miller /s/</u>	Date: <u>11/01/16</u>

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-14-17

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	78400-17	3501	78-60	0020	904100	60000 - Permanent	554,285	543,929	(10,356)	
2	78400-17	3501	78-60	0020	904100	60100 - Temporary	35,266	45,622	10,356	
3	78400-17	3501	78-60	0020	904100	60130 - Salary Related Expns	197,275	194,094	(3,181)	
4	78400-17	3501	78-60	0020	904100	60135 - Non Base Fringe	10,830	14,011	3,181	
5	78400-17	3501	78-60	0020	904100	60140 - Insurance Benefits	195,157	194,406	(751)	
6	78400-17	3501	78-60	0020	904100	60145 - Non Base Insurance	2,557	3,308	751	
3501 Total										0
78-60 Total										0
Program Offer Number 78400-17 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-14-17

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
712430	6180	Fleet Maintenance Technician 2		3501	904100	1.00	45,357	13,929	18,289	77,575
712430	6182	Fleet Maintenance Technician 3		3501	904100	(1.00)	(60,891)	(18,700)	(19,416)	(99,007)
Total Annualized Changes:						0.00	(\$15,534)	(\$4,771)	(\$1,127)	(\$21,432)

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
712430	6180	Fleet Maintenance Technician 2		3501	904100	0.67	30,238	9,286	12,193	51,717
712430	6182	Fleet Maintenance Technician 3		3501	904100	(0.67)	(40,594)	(12,467)	(12,944)	(66,005)
Total Current FY Changes:						0.00	(\$10,356)	(\$3,181)	(\$751)	(\$14,288)