



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-16-16: Reclassification of two Finance Specialist 1 positions to Finance Specialist 2 positions

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

Department: 72 - County Management **Division:** DCM Finance and Risk Management (FRM)

Contact(s): Mike Waddell, Eric Arellano and Debra Anderson

Phone: 503-988-6718 **Ext.** 86718 **I/O Address** _____

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

General Information

1. What action are you requesting from the Board?

Approval of reclassification #3417 and #3418, as recommended by the Class Comp section of Central HR. These positions are Finance Specialist 1's and are being reclassified to Finance Specialist 2's in the Accounts Payable (AP) section of Finance and Risk Management in DCM, with an effective date of November 26, 2015.

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.

The work has evolved significantly requiring more independent judgment based on interpretation of rules and best practices. Over the last 10 years, the County has moved from a single payment method with a weekly pay cycle to pay for vendor services to expand to vendor, customer and employee reimbursements, government to government transfers and electronic payment methods with multiple daily payment cycles. These positions are responsible for daily auditing and reviewing of payable documents entered into the ERP system by other departments, reconciling and balancing ledger accounts and maintaining data integrity.

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

This action will increase the salary and benefits for positions 704221 and 703129 by \$4,974 for the fiscal year 2016. The increase will be covered within budgeted resources, by decreasing the line

item for Travel and Training (60260) in Program Offer 72003. The Risk Fund increases by \$266.

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).

Service reimbursement revenue to the Risk fund increases by \$266 due to personnel budget changes.

7. What budgets are increased/decreased?

The Risk Fund increases by \$266

8. What do the changes accomplish?

Reclassification of two Finance Specialist 1 positions to two Finance Specialist 2 positions, effective November 26, 2015.

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

Reclassification

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

Required Signature

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

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____