



**Multnomah County
Agenda Placement Request
Budget Modification**
(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.1 DATE 10-8-15
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/8/15
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 9/23/15

Agenda Title: BUDGET MODIFICATION # DCM-05-16: Reclassifying a Budget Analyst Principal to a Budget Analyst in the Central Budget Office

Requested Meeting Date: October 8, 2015 Time Needed: Consent calendar

Department: 72 - County Management Division: Budget Office

Contact(s): Karyne Kieta (Shaun Coldwell)

Phone: 503-988-7968 Ext. x87968 I/O Address _____

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

General Information

1. What action are you requesting from the Board?

Requesting approval of the reclassification of a Budget Analyst Principal to a Budget Analyst, as recommended by Class Comp on request #3070.

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 Department of County Management is reorganizing the internal support for finance and budget responsibilities within the department. Among other changes, it will enable the department to reclassify this position from the higher level Budget Analyst Principal to Budget Analyst.

This vacant position within the Budget Office in DCM is submitted for a reclassification from a Budget Analyst Principal to a Budget Analyst. This position will perform professional level financial analysis and will produce managerial reports and forecasting models. Duties include coordinating with DCM Senior Management in developing the division and department-wide annual budget, analyzing budget documentation, preparing budget presentations, monitoring division expenses/revenues and reporting variances, creating and maintaining DCM positions in SAP, maintaining DCM SAP structure, creating budget modification documents, providing fiscal impact documentation, monitoring year-end closing process, and providing guidance in interpreting budget related laws, ordinances, rules, regulations, policies and procedures.

This change impacts program offer 72001 Budget Office and 72020 Central HR Employee Benefits.

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

The salary and benefits from the reclassified position are reprogrammed within the Budget Office. The insurance fund is reduced by \$1,174.

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).

Insurance fund revenue is decreased by \$1,174.

7. What budgets are increased/decreased?

Insurance fund Claims budget is decreased by \$1,174.

8. What do the changes accomplish?

Reclassification of a Budget Analyst Principal to Budget Analyst in the Central Budget Office.

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

Approve Class Comp reclassification recommendation #3070.

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:** Karyne Kieta /s/

Date: 8-27-15

Budget Analyst: Ching Hay /s/

Date: 9-23-15

Department HR: Susan Yee /s/

Date: 9-23-15

Countywide HR: Susan Mullett /s/

Date: 9-23-15

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-05-16

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	72001-16	1000	72-20	0020	701000	60000 - Permanent	1,270,031	1,252,291	(17,740)	
2	72001-16	1000	72-20	0020	701000	60100 - Temporary	25,000	30,000	5,000	
3	72001-16	1000	72-20	0020	701000	60130 - Salary Related Expns	417,290	409,397	(7,893)	
4	72001-16	1000	72-20	0020	701000	60135 - Non Base Fringe	8,437	8,856	419	
5	72001-16	1000	72-20	0020	701000	60140 - Insurance Benefits	290,205	288,919	(1,286)	
6	72001-16	1000	72-20	0020	701000	60145 - Non Base Insurance	4,000	4,112	112	
7	72001-16	1000	72-20	0020	701000	60170 - Professional Svcs	26,000	35,000	9,000	
8	72001-16	1000	72-20	0020	701000	60180 - Printing	17,000	19,500	2,500	
9	72001-16	1000	72-20	0020	701000	60200 - Communications	1,000	2,000	1,000	
10	72001-16	1000	72-20	0020	701000	60220 - Repairs and Maint	2,000	4,000	2,000	
11	72001-16	1000	72-20	0020	701000	60240 - Supplies	52,469	54,357	1,888	
12	72001-16	1000	72-20	0020	701000	60260 - Travel & Training	15,000	20,000	5,000	
1000 Total										0
72-20 Total										0
Program Offer Number 72001-16 Total										0
13	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(70,424,046)	(70,422,872)	1,174	
14	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	6,918,551	6,917,377	(1,174)	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-16 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-05-16

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
700191	6026	Budget Analyst	61260	1000	701000	1.00	58,474	16,776	18,391	93,641
700191	9734	Budget Analyst/Principal	61260	1000	701000	(1.00)	(65,217)	(19,363)	(18,880)	(103,460)
Total Annualized Changes:						0.00	(\$6,743)	(\$2,587)	(\$489)	(\$9,819)

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
700191	6026	Budget Analyst	61260	1000	701000	1.00	58,474	16,776	18,391	93,641
700191	9734	Budget Analyst/Principal	61260	1000	701000	(1.00)	(65,217)	(19,363)	(18,880)	(103,460)
Total Current FY Changes:						0.00	(\$6,743)	(\$2,587)	(\$489)	(\$9,819)