



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
CONTINGENCY REQUEST**

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-7 DATE 3/14/13  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 3/14/13  
Agenda Item #: C.7  
Est. Start Time: 9:30 am  
Date Submitted: 2/26/13

**BUDGET MODIFICATION DCA-12 Reclassifying an Information Specialist 1 to an Information Specialist 2 and a Database Analyst to a Database Analyst Senior as determined by Central Human Resources Classification**  
Agenda Title: **Compensation unit.**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

**Requested Meeting Date:** 3/14/13 **Time Needed:** Consent Calendar  
**Department:** County Assets **Division:** IT  
**Contact(s):** Julie Neburka  
**Phone:** 988-3312 **Ext.** 27351 **I/O Address:** 503/4  
**Presenter Name(s) & Title(s):** N/A

**General Information**

**1. What action are you requesting from the Board?**

The department is requesting board approval of budget modification DCA-12 reclassifying an Information Specialist 1 to an Information Specialist 2 and a Database Analyst to a Database Analyst Senior.

**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; a reclassification request initiated by management. The duties of these positions increased gradually over the past year and now include troubleshooting and analysis of multiple enterprise applications. Class/Comp reviewed the submitted job duties and description and concluded that the Information Specialist 2 and Database Analyst Senior were the best fit for the positions. Program offers affected is 78026 and 78035.

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

Personnel expenses are expected to remain unchanged for FY13. Future personnel cost increases related to these re-classes will be factored into County IT rates, as necessary.

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

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

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**Budget Modification**

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If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

N/A

- **What budgets are increased/decreased?**

N/A

- **What do the changes accomplish?**

Approval of classification decision from Human Resources Classification Compensation unit that best reflects the duties of these positions.

- **Do any personnel actions result from this budget modification? Explain.**

Yes, reclassification of an Information Specialist 1 to Information Specialist 2 and a Database Analyst to Database Analyst Senior.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

- **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

- **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 (i.e. cash match, in kind match, reporting requirements etc)?**

N/A

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**Contingency Request**

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If the request is a **Contingency Request**, please answer **all** of the following in detail:

- **Why was the expenditure not included in the annual budget process?**

- **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**

- **Why are no other department/agency fund sources available?**

- Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. What are the plans for future ongoing funding?
- Has this request been made before? When? What was the outcome?

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. If it is a General Fund Contingency Request, a memo from the Budget Office must be submitted.*

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**Required Signatures**

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**Elected Official or Dept Director:** Sherry Swackhamer \s\ **Date:** 1/17/13

**Budget Analyst:** Jennifer Unruh \s\ **Date:** 1/18/13



Budget Modification ID:

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
						Cost Center	WBS Element					
1	3503	78-70	78026	20		709540		60000	452,461	452,461	0	
2	3503	78-70	78026	20		709540		60130	138,640	138,640	0	
3	3503	78-70	78026	20		709540		60170	141,061	141,061	0	
4										0		
5	3503	78-70	78035	20		709540		60000	881,153	881,153	0	
6	3503	78-70	78035	20		709540		60130	269,454	269,454	0	
7	3503	78-70	78035	20		709540		60170	202,266	202,266	0	
8										0		
9										0		
10										0		
11										0		
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**How are functional areas assigned to cost objects?**

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

<b>Functional Area Assignments – Based on Fund</b>		
1501 – Road Fund	Roads and Bridges	0080
1502 – Emergency Communications Fund	Community Services	0060
1503 – Bike Path Fund	Community Services	0060
1504 – Recreation Fund	Community Services	0060
1506 – County School Fund	Community Services	0060
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	0510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

<b>Functional Area Assignments – Based on Department (Fund Center)</b>		
Non-Departmental (10, except 10-50)	General Government	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

*If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.*