



# 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 # DCA-02-15: Conversion of a Human Resources Analyst 2 to a Human Resources Analyst Senior**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent Calendar

**Department:** 78 - County Assets **Division:** Information Technology

**Contact(s):** Shaun Coldwell or Chris Brower

**Phone:** 988-3312 or 988-4001 **Ext.** \_\_\_\_\_ **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 reclassifying a Human Resources Analyst 2 to a Human Resources 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 (#2504); a reclassification request initiated by management. This position is the eLearning Developer and Project Manager and regular duties assigned to this position have significantly evolved as business needs have changed. This position functions as the lead administrator of the County's eLearning Management System (Multco Learns) and is responsible for developing standards, strategies, and technologies that leverage digital media to educate, instruct, and disseminate critical knowledge to all employees. Class/Comp reviewed the submitted job duties and description and concluded that the Human Resources Analyst Senior was the best fit for the position. Program offer 78034-15 is affected.

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

The annual fiscal impact for FY15 will be an increase of about \$5,834. This will be offset by a decrease in the IT administration budget, which is in the same program offer and fund center. Ongoing, the annual fiscal impact will be accounted for within future budgets.

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

N/A

**5. Explain any citizen or other government participation.**

N/A

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### **Budget Modification**

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**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).**

N/A

**7. What budgets are increased/decreased?**

N/A

**8. What do the changes accomplish?**

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

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

Yes, reclassification of a Human Resources Analyst 2 to a Human Resources Analyst Senior.

**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_