



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-8 DATE 8/18/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/18/16
Agenda Item #: C.8
Est. Start Time: 9:30 am
Date Submitted: 8/2/16

Agenda Title: **BUDGET MODIFICATION # DCA-01-17: Reclass an Engineer 3 Vacant Position to Project Manager in DCA Facilities**

Requested Meeting Date: August 18, 2016

Time Needed: Consent Calendar

Department: 78 - County Assets

Division: Facilities & Property
Management Construction
Mgmt & Design

Contact(s): Lisa Whedon and Jen Unruh

Phone: 988-7580

Ext. 87580

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 of County Assets is requesting Board approval of budget modification DCA-01-17 reclassifying a vacant Engineer 3 position (6311) Program Offer 78211-17 to a Project Manager position (6063). Position #716574 Program Offer 78210-17.

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 vacant position in the Facilities Construction Management and Design section of the Department of County Assets is requested for reclassification from an Engineer 3 to a Project Manager in the Facilities Strategic Planning and Projects section to focus on highly technical project management for projects such as the Health Department Headquarters and the Multnomah County Courthouse.

The Project Manager (6063) classification oversees the development, planning, coordination, administration, and implementation of major projects within established Master Plans/Master Schedules that detail timelines, resources and budgets. Incumbents utilize project management principles, techniques, and change management processes to set project goals, monitor progress and quality of outcomes ensuring delivery of results, facilitate collaboration and consensus building

among stakeholders, maintain technical project and compliance documentation, and oversee matrixed teams temporarily assigned to work on the project
Class Comp letter #3400 an analysis of the Program Coordinator, Project Manager, and Project Manager (NR) classifications was performed before making an allocation decision: The duties, responsibilities and qualifications support the position as a Project Manager (6063)

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

Personnel expenses are expected to decrease \$16,099 in FY17.

The current top step of the new classification is 16.29% less than the top step of the original position.

This will be off set by an increase in supplies \$8,050 and overtime \$8,049 expense cost elements. 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.

As a result of the decrease in personnel cost the Risk Management program offer 72020-17 decreases by \$846.

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

N/A

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).

As a result of the decrease in personnel cost the Risk Management program offer 72020-17 cost element 50316 will decrease by \$846.

7. What budgets are increased/decreased?

Personnel expenses are expected to decrease \$16,099 in FY17.

This will be off set by an increase in supplies \$8,050 and overtime \$8,049 expense cost elements.

8. What do the changes accomplish?

Approval of this classification request will best reflect the duties of the position.

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

Yes, reclassification of a vacant Engineer 3 position (6311) in Program Offer 78211-17 to a Project Manager position (6063). Position #716574 in Program Offer 78210-17.

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:** Sherry Swackhamer /s/

Date: 7/28/16

Budget Analyst: Ching Hay /s/

Date: 8/2/16

Department HR: Prudence Veach /s/

Date: 7/28/16

Countywide HR: Karie Miller /s/

Date: 7/28/16

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-01-17

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	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,647,811)	(77,646,965)	846	
2	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,196,464	12,195,618	(846)	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-17 Total										0
3	78210-17	3505	78-50	0020	902510	60000 - Permanent	513,394	600,201	86,807	
4	78210-17	3505	78-50	0020	902510	60110 - Overtime	0	8,049	8,049	
5	78210-17	3505	78-50	0020	902510	60130 - Salary Related Expns	164,852	191,511	26,659	
6	78210-17	3505	78-50	0020	902510	60140 - Insurance Benefits	127,589	148,884	21,295	
7	78210-17	3505	78-50	0020	902510	60240 - Supplies	2,000	10,050	8,050	
3505 Total										150,860
78-50 Total										150,860
Program Offer Number 78210-17 Total										150,860
8	78211-17	3505	78-50	0020	902212	60000 - Permanent	326,716	228,239	(98,477)	
9	78211-17	3505	78-50	0020	902212	60130 - Salary Related Expns	108,618	78,376	(30,242)	
10	78211-17	3505	78-50	0020	902212	60140 - Insurance Benefits	68,691	46,550	(22,141)	
3505 Total										(150,860)
78-50 Total										(150,860)
Program Offer Number 78211-17 Total										(150,860)

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-01-17

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
716574	6063	Project Manager		3505	902510	1.00	86,807	26,659	21,295	134,761
716574	6311	Engineer 3		3505	902212	(1.00)	(98,477)	(30,242)	(22,141)	(150,860)
Total Annualized Changes:						0.00	(\$11,670)	(\$3,583)	(\$846)	(\$16,099)

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
716574	6063	Project Manager		3505	902510	1.00	86,807	26,659	21,295	134,761
716574	6311	Engineer 3		3505	902212	(1.00)	(98,477)	(30,242)	(22,141)	(150,860)
Total Current FY Changes:						0.00	(\$11,670)	(\$3,583)	(\$846)	(\$16,099)