



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C.1 DATE 4-16-15

MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 4/16/15

Agenda Item #: C.1

Est. Start Time: 9:30 am

Date Submitted: 4/1/15

**Agenda Title: BUDGET MODIFICATION # DCM-14-15: Reclassifying an Office Assistant Sr to an HR Technician-Rep in Finance & Risk Management**

**Requested Meeting Date:** April 16, 2015

**Time Needed:** Consent calendar

**Department:** 72 - County Management

**Division:** Finance & Risk Management

**Contact(s):** Mark Campbell, CFO (Shaun Coldwell)

**Phone:** 503-988-6229

**Ext.** x86229

**I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** NA

### General Information

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

The department is requesting Board approval of budget modification DCM-14-15, reclassifying an Office Assistant Sr to an HR Technician - Rep in the Finance & Risk Management - Workers Compensation/Safety and Health program.

#### 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 on a classification request initiated by management (request# 2818). This is reclassifying an existing position in the FY 2015 adopted budget from Office Assistant Sr to HR Technician - Rep. This position is filled and the incumbent is being reclassified with the position. Risk Management has experienced staffing changes, task assignment changes, and reclassification of positions over the past year and this position has been delegated higher level tasks. This position provides paraprofessional and technical support for the risk management team and provides general loss prevention and control assistance to staff, employees, management, and the general public.

This reclassification is effective September 4, 2014.

This budget modification affects program offer 72009-15.

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

This position is funded within existing resources (100% in Risk Fund). The reclassification request is adjusting pay retroactive to September 4, 2014. The position will be moving from Step 5 on the OA Sr range to Step 1 on the HR Tech range. Total cost of the change is \$4,098, which will be absorbed within the program.

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

NA

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

NA

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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).**

Revenue to the Insurance Benefits program (program offer 72020-15) is increased by \$215.

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

The Finance & Risk Management Worker's Compensation/Safety & Health program offer 72009-15 is moving \$4,098 appropriation from the insurance budget into personal services.

The Central HR Employee Benefits program offer 72020-15 is being increased by \$215 to reflect the increased benefits budget.

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

The changes will fully budget the change in employee classification retroactive to September 4, 2014.

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

Reclassification of an Office Assistant Sr position to HR Technician-Rep.

**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** Karyne Kieta /s/

**Date:** 3/26/15

**Budget Analyst:** Ching Hay /s/

**Date:** 4/1/15

**Department HR:** Patsy Moushey /s/

**Date:** 3/25/15

**Countywide HR:** Susan Mullett /s/

**Date:** 3/25/15

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCM-14-15

**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	72009-15	3500	72-10	0020	708400	60000 - Permanent	148,040	151,001	2,961	
2	72009-15	3500	72-10	0020	708400	60130 - Salary Related Expns	47,211	48,133	923	
3	72009-15	3500	72-10	0020	708400	60140 - Insurance Benefits	42,575	42,789	215	
4	72009-15	3500	72-10	0020	708400	60280 - Insurance	160,000	155,902	(4,098)	
<b>3500 Total</b>										<b>0</b>
<b>72-10 Total</b>										<b>0</b>
<b>Program Offer Number 72009-15 Total</b>										<b>0</b>
5	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(67,814,656)	(67,814,871)	(215)	
6	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	4,818,213	4,818,428	215	
<b>3500 Total</b>										<b>0</b>
<b>72-80 Total</b>										<b>0</b>
<b>Program Offer Number 72020-15 Total</b>										<b>0</b>

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCM-14-15

**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
712476	6002	Office Assistant/Sr		3500	708400	(1.00)	(39,878)	(12,426)	(17,043)	(69,347)
712476	6101	Human Resources Technician		3500	708400	1.00	43,430	13,533	17,301	74,264
Total Annualized Changes:						0.00	\$3,553	\$1,107	\$258	\$4,917

**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
712476	6002	Office Assistant/Sr		3500	708400	(0.83)	(33,231)	(10,355)	(14,203)	(57,789)
712476	6101	Human Resources Technician		3500	708400	0.83	36,192	11,277	14,417	61,887
Total Current FY Changes:						0.00	\$2,961	\$923	\$215	\$4,098