



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-08-15: Reclassifying Finance Specialist 1 to Finance Specialist 2 in DCA Hub Finance Section

Requested Meeting Date: _____ **Time Needed:** Consent Calendar

Department: 78 - County Assets **Division:** DCA Hub Finance Section

Contact(s): Patrick Williams (Shaun Coldwell)

Phone: x88285 **Ext.** _____ **I/O Address** _____

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

General Information

1. What action are you requesting from the Board?

This budget modification requests approval of a reclassification of a Finance Specialist 1 position to a Finance Specialist 2 in the DCA Hub Finance Section, as recommended by the Classification and Compensation Unit on request 2583.

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 duties and responsibilities of this position with the Budget, Finance and Planning Unit have gradually changed since December 2013, and as such the position is requested for reclassification from a Finance Specialist 1 to a Finance Specialist 2. This position is currently responsible for finance analysis, auditing, and reconciliation functions, as well as travel and training arrangements. Responsibilities include analyzing travel and training requests for compliance; interpreting and applying rules and fiscal policies toward travel requests, consulting with travelers to address questions, concerns; determining appropriate actions for non-standard travel requests; analyzing current processes and making recommendations to senior management and stakeholders; and analyzing and preparing detailed financial reports.

This reclassification was recommended by the Classification and Compensation Unit, with an effective date of February 1, 2014.

This budget modification impacts program offer 78046-15.

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

There is no fiscal impact for fiscal year 2015 since current pay falls within the new range. Fiscal impact will occur in future years since the top of the range for Finance Specialist 2 is higher than Finance Specialist 1.

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

5. Explain any citizen or other government participation.

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).

No changes.

7. What budgets are increased/decreased?

No change for fiscal year 2015.

8. What do the changes accomplish?

The job class for this position will change as a result of this action.

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

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

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?

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)?

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____