



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA# C-2 DATE 1/8/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 1/8/15
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 12/24/14

Agenda Title: BUDGET MODIFICATION # DCJ-12-15: Reclasses a 1.00 FTE Administrative Analyst to a Project Manager in the Director's Office

Requested Meeting Date: 1/8/15 Time Needed: N/A

Department: 50 - Community Justice Division: Director's Office

Contact(s): Joyce Resare, Finance Manager

Phone: 503.988.3961 Ext. 83961 I/O Address 503 / 250

Presenter Name(s) & Title(s): Consent Calendar

General Information

1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval of a budget modification to reclassify a 1.00 FTE Administrative Analyst, which has been reviewed by the Class/Comp Unit of Central Human Resources.

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.

Reclassification of a 1.00 FTE Administrative Analyst (6033) to a Project Manager (6063) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on December 19, 2014, with a retro-active date to March 30, 2014 (6 months retro-active from date of request).

The duties, responsibilities, and expectations of this position have increased as part of the strategic initiatives of the department. Each initiative, assignment, and project assigned requires extensive planning, scoping, monitoring, budgeting, collaborating with internal/external staff in the stakeholder groups, communicating scheduled timelines, milestones, and results to the DCJ managers and staff in three divisions. The primary purpose of the job is to plan, organize, lead and control all DCJ construction and space planning projects. The essential functions include establishing relationships with stakeholders, producing project materials, communication, analyzing options and making recommendations; developing contingency plans and risk

management plans for each project; planning, defining project baselines, evaluating project progress and taking necessary actions to address the issue.

The current incumbent has over ten years of project management, space planning, space design and facility management experience with additional experience in public sector budgeting and performing various DCJ projects. Additionally, the employee has completed several project management classes and is eligible to obtain Project Management Professional certification in April 2015.

An analysis of the Administrative Analyst (6033), Project Manager – represented (6063), and Project Manager – non-represented (9063) was performed before making an allocation decision. The duties, responsibilities and qualifications support that this position is allocated to Project Manager (6063).

In the FY 2015 Adopted Budget this position is part of program offer 50000 - DCJ Director's Office.

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

For current FY 2015 this reclassification increases DCJ's personnel budget by \$1,543. The increase is offset by decreasing the M&S budget in the same program by \$(1,543), respectively. In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 27% higher than the current classification's top step, however it is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

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

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described.

It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other nonmerit factor.

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).

N/A

7. What budgets are increased/decreased?

Service reimbursement from the county general fund to the risk management fund is increased by \$140 (medical/dental insurance).

8. What do the changes accomplish?

Approval of a reclassification decision from the Class/Comp Unit of Central Human Resources.

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

Yes, the current incumbent will be reclassified with this position retro-active to March 30, 2014 (6 months retro-active from date of request).

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 Joyce Resare for Scott Taylor /s/
Dept. Director:

Date: 12/23/14

Budget Analyst: Chris Yager /s/

Date: 12/23/14

Department HR: James Opoka /s/

Date: 12/23/14

Countywide HR: Olg Ward /s/

Date: 12/23/14

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCJ-12-15

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	50000-15	1000	50-00	0050	500000	60000 - Permanent	367,353	369,283	1,930	
2	50000-15	1000	50-00	0050	500000	60130 - Salary Related Expns	136,176	135,649	(527)	
3	50000-15	1000	50-00	0050	500000	60140 - Insurance Benefits	83,241	83,381	140	
4	50000-15	1000	50-00	0050	500000	60240 - Supplies	19,478	17,935	(1,543)	
1000 Total										0
50-00 Total										0
Program Offer Number 50000-15 Total										0
5	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(66,961,177)	(66,961,317)	(140)	
6	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	3,964,734	3,964,874	140	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-15 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCJ-12-15

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
704065	6033	Administrative Analyst	61225	1000	500000	(1.00)	(65,585)	(21,564)	(18,907)	(106,056)
704065	6063	Project Manager	61225	1000	500000	1.00	67,514	21,038	19,047	107,599
Total Annualized Changes:						0.00	\$1,930	(\$527)	\$140	\$1,543

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
704065	6033	Administrative Analyst	61225	1000	500000	(1.00)	(65,585)	(21,564)	(18,907)	(106,056)
704065	6063	Project Manager	61225	1000	500000	1.00	67,514	21,038	19,047	107,599
Total Current FY Changes:						0.00	\$1,930	(\$527)	\$140	\$1,543