



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCM-03-19: Three Position Reclassifications in DCM Division of Assessment, Recording and Taxation

Requested Meeting Date: _____

Time Needed: _____

Department: 72 - County Management

Division: Division of Assessment,
Recording and Taxation
(DART)

Contact(s): Debra Anderson and Matt Moline

Phone: 5039886355 **Ext.** 86355 **I/O Address** 503/2

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

General Information

1. What action are you requesting from the Board?

Approval of reclassification #4089, #4091 and #4051 as recommended by the Class Comp section of Central HR, for positions 718041, 706112, 705139. Position 718041 is being reclassified from an Office Assistant Senior to an Executive Specialist effective December 19, 2017. Position 706112 is being reclassified from an Administrative Analyst (NR) to a represented Data Analyst Senior effective July 1, 2018. Position 705139 is being reclassified from a Program Supervisor to a Manager 1 effective May 2, 2018.

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.

Position 718041: This filled position in the Department of County Management's Division of Assessment, Recording, and Taxation (DART) is requested for reclassification from Office Assistant Senior to Executive Specialist due to the gradual assumption of higher-level duties and the need for the position to continue in this capacity with recent staffing changes. The purpose of this position is to provide administrative and financial duties in DART on behalf of the Deputy

County Assessor.

Position 706112: This position in the Department of County Management's Division of Assessment, Recording, and Taxation (DART) is requested for reclassification from Administrative Analyst (NR) to Data Analyst Senior due to the current position no longer being needed and an increased demand for Data Analyst Senior level work with the implementation of the new Orion CAMA system.

Position 705139: This vacant position in the Department of County Management's Division of Assessment, Recording, and Taxation (DART) is requested for reclassification from Program Supervisor to Manager 1 due to a reorganization in DART that now requires a manager instead of a supervisor to be in a leadership role.

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

This action increases personnel costs by \$18,516 in FY19 and is offset by a corresponding reduction in the supplies budget. The top of range of the new classification for position 718041 is 16% higher than the current classification. The top of range of the new classification for position 706112 is 18.7% higher than the current classification. The top of range of the new classification for position 705139 is 15.8% higher than the current classification. It is anticipated that in subsequent fiscal years the financial impact of these reclassification's will be covered within existing resources.

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

None.

5. Explain any citizen or other government participation.

None.

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).

Risk Fund Revenue increases by \$935.

7. What budgets are increased/decreased?

Risk Fund Increases by \$935.

8. What do the changes accomplish?

Reclassification.

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

NA

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

Required Signature

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

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____