



# 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 # DCS-09-17: Reclassification of an Office Assistant position to Program Technician

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent Calendar

**Department:** 91 - Community Services **Division:** Elections

**Contact(s):** Tim Scott

**Phone:** 503-988-6858 **Ext.** \_\_\_\_\_ **I/O Address** 414/1

**Presenter Name(s) & Title(s):** N/A (Consent Calendar)

## General Information

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

The Department of Community Services is requesting the Board approve a budget modification DCS-09-17 for the reclassification of an Office Assistant 2 position to a Program Technician position in the County Election Office as determined by the Classification Compensation (Class Comp) Unit of Central Human Resources. The study performed by Class Comp was conducted with the current employee in the position.

### 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.

Work with voter education and outreach required the Elections Office to look to current staff and their capabilities to produce professional and effective print and digital materials to educate voters. The employee in this position has necessary skills to provide graphic design and marketing program support with a focus on the Outreach and Education, Mailing and Communications programs. The job description was submitted to Central Human Resources to determine the appropriate classification of this position. Class Comp determined that the Program Technician was the appropriate classification for the duties assigned.

The position (702768) is currently budgeted as an Office Assistant 2. The budget modification detail sheets will delete the Office Assistant 2 classification and create the Program Technician classification in DCS Elections Division in response to Class Comp's decision.

The changes impact program offer 91008-17 DCS Elections Program.

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

The reclassification of position 702768 to a Program Technician will increase personnel costs by \$7,230 in the current year. The Division's Professional Services budget will be reduced to offset the increased cost of this position.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step and merit increases in accordance with collective bargaining agreements and county personnel rules. Increased costs will be funded within the County General Fund budget.

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

N/A

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

N/A

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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).**

No change in revenues

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

These changes will not affect the Community Services Department's total FTE.

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

This budget modification implements the results of the position reclassification as determined by the Class Comp Unit of Central Human Resources.

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

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Program Technician, position 702768, in the DCS Elections Division of the Community Services Department. Class Comp approved with an effective date of March 01, 2016 (Request #3552).

**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)?

Position funded through County General Fund.

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**Required Signature**

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Elected Official or Dept. Director:	_____	Date:	_____
Budget Analyst:	_____	Date:	_____
Department HR:	_____	Date:	_____
Countywide HR:	_____	Date:	_____