



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
CONTINGENCY REQUEST**

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 6/7/12
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 06/07/12
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 5/29/12

Agenda Title: BUDGET MODIFICATION DCM-11 Reclassifying a Human Resources Manager 1 back to a Human Resources Manager 2 in Human Resources Classification & Compensation unit.

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: _____ **Time Needed:** Consent
Department: County Management **Division:** Human Resources
Contact(s): Travis Graves
Phone: 988-6134 **Ext.** 86134 **I/O Address:** 503/3
Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

The department requesting board approval of budget modification DCM-11 reclassifying a Human Resource Manger 1 back to a Human Resources Manager 2.

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.

Due to span of control guidelines/goals and the retirement of former Class Comp manager, this position was redesigned to serve as a project manager and lead consultant for the Classification & Compensation program. Subsequent to this reclassification, the two remaining subject matter experts have left the County and extensive, ongoing recruitment for the HRM 1 level has not produced viable candidates to support the current Class Comp needs.

The HR Director is re-assigning full supervisory duties of the Class Comp team to this position, including responsibility to develop/manage overall annual budget of

approximately \$600k; facilitate the development of new or extended practices, rules and policies; and make significant policy decisions and interpretations of conflicting regulations and interests. The current configuration and needs of the Class Comp unit support an exception to the span of control guidelines/goals. This impacts program offer 72057 Central Human Resources – Central HR Services.

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

Personnel cost increase by \$1,427 (\$8,398 annualized) with a like decrease in supplies. Service Reimbursement from the General Fund to the Risk Fund increases by \$87.

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

Exception to the span of control guidelines/goals.

5. Explain any citizen and/or other government participation that has or will take place.

N/A

Budget Modification

If the request is a **Budget Modification**, please answer all of the following in detail:

- **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

- **What budgets are increased/decreased?**

N/A

- **What do the changes accomplish?**

Approval of classification decision from human resources classification compensation unit.

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

Yes, reclassification of a Human Resources Manager 1 to Human Resources Manager 2.

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

N/A

- **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

- **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 (i.e. cash match, in kind match, reporting requirements etc)?**

N/A

Contingency Request

If the request is a **Contingency Request**, please answer all of the following in detail:

- **Why was the expenditure not included in the annual budget process?**

- **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**

- **Why are no other department/agency fund sources available?**
- **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. What are the plans for future ongoing funding?**
- **Has this request been made before? When? What was the outcome?**

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. If it is a General Fund Contingency Request, a memo from the Budget Office must be submitted.

Required Signatures

**Elected Official
or Dept Director:**

Kayne Kieta

Date: 5/29/12

Budget Analyst:

Christy

Date: 5/29/12

DCM-11

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
						Cost Center	WBS Element					
1	72-80	1000	72057	20		705250		60000	310,036	311,061	1,025	Permanent
2	72-80	1000	72057	20		705250		60130	91,777	92,092	315	Salary Related
3	72-80	1000	72057	20		705250		60140	80,522	80,609	87	Insurance
4	72-80	1000	72057	20		705250		60240	6,866	5,439	(1,427)	Supplies
5												
6	72-10	3500	72012	20		705210		50316		(87)	(87)	Svc Reim General to Risk
7	72-10	3500	72012	20		705210		60330		87	87	Claims Paid
8												
9												
10												
11												
12												
13												
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19												
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22												
23												
24												
25												
26												
27												
28												
29												
											0	Total - Page 1
											0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE
 Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9715	64647	705250	Human Resources Manager 1	712714	(1.00)	(94,834)	(29,114)	(21,603)	(145,551)
1000	9621	64647	705250	Human Resources Manager 2	712714	1.00	100,867	30,966	22,116	153,949
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	6,033	1,852	513	8,398

CURRENT YEAR PERSONNEL DOLLAR CHANGE
 Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9715	64647	705250	Human Resources Manager 1	712714	(0.17)	(16,122)	(4,949)	(3,673)	(24,744)
1000	9621	64647	705250	Human Resources Manager 2	712714	0.17	17,147	5,264	3,760	26,171
										0
										0
										0
										0
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										0
TOTAL CURRENT FY CHANGES						0.00	1,025	315	87	1,427

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency							
	19	1000	0020		9500001000	60470	Reduce available General Fund Contingency
	xx-xx	xxxxx	0020		xxx	xxxxx	Increase Expenditure
Indirect							
Central							
	xx-xx	xxxxx				xxx	Indirect Expenditure
	19	1000	0020		9500001000	50310	Indirect reimbursement revenue in General Fund
	19	1000	0020		9500001000	60470	CGF Contingency expenditure
Departmental							
	xxx	xxxxx			xxx	xxx	Indirect Department Expenditure
	xx-xx	1000			xxx	xxx	Indirect Dept reimbursement revenue in General Fund
	xx-xx	1000			xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
	xx-xx	xxxxx				xxx	Departmental telecommunication expenditure
	78-70	3503	0020		709525	50310	Budgets receipt of reimbursement
	78-70	3503	0020		709525	60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
	xx-xx	xxxxx				xxx	Departmental data processing expenditures
	78-70	3503	0020		709000	50310	Budgets receipt of Data Processing reimbursement
	78-70	3503	0020		709000	60240	Budgets offsetting expenditures
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)							
	xx-xx	xxxxx				xxx	Departmental PC Flat Fee expenditure
	78-70	3503	0020		709617	50310	Budgets receipt of PC Flat Fee
	78-70	3503	0020		709617	60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
	xx-xx	xxxxx					Departmental Electronics expenditure
	78-60	3501	0020		904200	50310	Receipt of Electronics service reimbursement
	78-60	3501	0020		904200	60240	Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.							
	xx-xx	xxxxx				xxx	Departmental Motor Pool expenditure
	78-30	3501	0020		904150	50310	Budgets receipt of Motor Pool service reimbursement
	78-30	3501	0020		904150	60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.							
	xx-xx	xxxxx				xxx	Departmental Fleet expenditure
	78-60	3501	0020		904100	50310	Budgets receipt of Fleet service reimbursement
	78-60	3501	0020		904100	60240	Budgets offsetting expenditure
Building Management							
	xx-xx	xxxxx				xxx	Departmental Building Management expenditure
	78-50	3505	0020		902575	50310	Budgets receipt of Building Management service reimbursement
	78-50	3505	0020		902575	60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
	xx-xx	xxxxx				60140 or 60145	Departmental Insurance expenditure
	72-10	3500	0020		705210	50316	Insurance Revenue
	72-10	3500	0020		705210	60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
	xx-xx	xxxxx					Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
Mail & Distribution							
	xx-xx	xxxxx				xxx	Mail & Distribution expenditure
	78-20	3504	0020		904400	50310	Budgets receipt of service reimbursement
	78-20	3504	0020		904400	60230	Budgets offsetting expenditure
Records							
	xx-xx	xxxxx				xxx	Records expenditure
	78-20	3504	0020		904500	50310	Budgets receipt of service reimbursement
	78-20	3504	0020		904500	60240	Budgets offsetting expenditure
Stores							
	xx-xx	xxxxx				xxx	Stores expenditure
	78-20	3504	0020		904600	50310	Budgets receipt of service reimbursement
	78-20	3504	0020		904600	60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	0080
1502 – Emergency Communications Fund	Community Services	0060
1503 – Bike Path Fund	Community Services	0060
1504 – Recreation Fund	Community Services	0060
1506 – County School Fund	Community Services	0060
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	0510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.