



# 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 # DCHS-06-18: Reclassification of Position, and Incumbent in DCHS Admin - Business Services**

**Requested Meeting Date:** 7/27/17 **Time Needed:** N/A (Consent Agenda)

**Department:** 25 - County Human Services **Division:** \_\_\_\_\_

**Contact(s):** Hollie Benjamin

**Phone:** 503-988-9828 **Ext.** 89828 **I/O Address** 167/1/240

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

## General Information

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

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS-06-18 authorizing the reclassification of a full-time Finance Specialist 2 position, along with the incumbent, to a Finance Specialist Senior in Program Offer 25002A - Business Services & Operations as approved by HR Class/Comp reclassification request #3781.

### 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.

This filled position is requested for reclassification from Finance Specialist 2 to Finance Specialist Senior by management as a result of higher level duties involving forecasting, budgeting, and grant renewals being added to the position since December 2016. The purpose of this position is to independently determine and recommend decisions related to financial analysis, forecasting, and grant reporting requirements. The Central Human Resources Classification & Compensation unit agreed that the duties, responsibilities, and qualifications of this position support the request that it be allocated to Finance Specialist Senior.

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

The effective date of the reclassification is December 28, 2016. The new annual salary rate for the

Finance Specialist Senior position at Step 1 and the Step 5 pay scale for the current Finance Specialist 2 position coincide. As a result, there will be no fiscal or budgetary impact related to this reclassification for FY17, FY18 and ongoing.

**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).**

There is no change in revenue.

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

There is no financial impact to any budgets as the result of this reclassification.

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

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Finance Specialist 2, and the incumbent, to a Finance Specialist Senior in order to more accurately reflect the actual duties, responsibilities and qualifications of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a full-time position in DCHS Business Services from a Finance Specialist 2 to a Finance Specialist Senior as requested and approved by the Class/Comp unit of Central Human Resources.

**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

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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:** \_\_\_\_\_