



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

## Board Clerk Use Only

Meeting Date: 5/16/13  
Agenda Item #: C.4  
Est. Start Time: 9:30 am  
Date Submitted: 5-7-13

**Agenda Title:** BUDGET MODIFICATION # Over-02, Program Communications – Classification Only Study

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

**Requested Meeting Date:** Next available  
**Time Needed:** Consent  
**Department:** County Management  
**Division:** Central HR Class Comp  
**Contact(s):** Olga Ward  
**Phone:** (503) 988-5015 **Ext.** 22747 **I/O Address:** 503/3  
**Presenter Name(s) & Title(s):** Olga Ward, HR Analyst

## General Information

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

To approve the final recommended two (2) classifications for ten (10) positions throughout the County studied by Class Comp (as well as the recommended pay grade changes outlined in #3). The study known as the Program Communications, was completed at the end of January 2013 and became effective February 1, 2013.

### 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.

The Program Communications study included only Local 88 represented positions in two classifications: Program Communications and Web specialist and Program Communications and Web Specialist Senior. These positions are found in 5 departments and/or agencies: Department of Community Justice, Department of Community Services, Health Department, Library, and Department of County Assets.

The scope of this project was a classification only study (no compensation review was done) in order to review the two current classifications, update the class specifications, and allocate the positions to the appropriate level. Allocations were largely based on the: primary purpose of the position; major job responsibilities and essential functions (as well

as the percentage of time incumbents spent performing them); accountability assigned to a position; knowledge, skills and other qualifications required to perform the job; supervision received; decision-making; and complexity, scope and impact of the work.

As a result of the study, the Program Communications and Web Specialist classification was renamed to Program Communications Specialist; and Program Communications and Web Specialist Senior was renamed to Program Communications Coordinator. These title changes will have no effect on the classification seniority dates and are deemed equivalent to the old titles.

For more information please see the study report.

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

Of the 10 positions included in this study, 3 changed to a class with higher pay grade with the remaining staying unchanged. The following details the cost changes by program:

Program 91007 (Animal Services) - reclassified a 1.0 Program Communications & Web Specialist (JCN 6178) to Program Communications Coordinator (JCN 6200)

Program 80008 (Library) - reclassified 1.0 Program Communications & Web Specialist (JCN 6178) to Program Communications Coordinator (JCN 6200)

Program 40048 (Health Dept) - reclassified 0.8 Program Communications & Web Specialist (JCN 6178) to Program Communications Coordinator (JCN 6200)

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

Multnomah County Personnel Rule 5-50, in essence, states that employees and all positions should be properly classified. Further, Central Human Resources is responsible maintaining a pay and classification system, and for reviewing positions whenever the duties change substantially. Central Human Resources also classifies and reclassifies all regular and limited duration positions to approved classifications based on an analysis of duties, responsibilities, knowledge, skills, abilities, and qualifications. Multnomah County Personnel Rule 5-45 provides the foundation for Central HR to create and maintain an appropriate salary structure to facilitate recruitment, retain competent employees with necessary skills/talents, and to establish equitable internal and external pay relationships. With the periodic review of classifications and pay integrity for work performed, the County will maintain public trust in its financial stewardship.

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

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**Budget Modification**

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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).**

Not applicable

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

There are no net budget changes in the programs where these positions are budgeted.

- **What do the changes accomplish?**

Appropriate classification of 10 positions to maintain equity

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

There are no changes in full time equivalents; however, there are changes in classifications.

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

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

### Required Signature

<b>Elected Official or Dept Director:</b>	<u>/s/ Karyne Kieta</u>	<b>Date:</b>	<u>5/7/13</u>
<b>Budget Analyst:</b>	<u>/s/ Christian Elkin</u>	<b>Date:</b>	<u>3/5/13</u>
<b>Department HR:</b>	<u>/s/ Travis Graves</u>	<b>Date:</b>	<u>3/5/13</u>