



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date:	<u>9-6-12</u>
Agenda Item #:	<u>C.1</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>8-9-12</u>

Agenda Title: **BUDGET MODIFICATION # DCS-01 Correcting the Classification of a Position in the Department of Community Services.**

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

Requested Meeting Date:	<u>August 30, 2012</u>	Time Needed:	<u>Consent</u>
Department:	<u>Community Services</u>	Division:	<u>Director's Office</u>
Contact(s):	<u>Jerry Elliott</u>		
Phone:	<u>988-4624</u>	Ext.	<u>84624</u>
		I/O Address:	<u>455/2/224</u>
Presenter Name(s) & Title(s):	<u>N/A</u>		

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of budget modification DCS-01 correcting the classification of a position in the Department of Community Services.

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 is a housekeeping action regarding a position's job classification that was incorrectly identified in the adopted budget. This budget modification will correct this oversight.

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

None, the dollars associated with this position in the budget are correct the only change is the job classification.

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

None

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

None

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?**
None
- **What do the changes accomplish?**
Corrects a budgetary oversight regarding the correct job classification of an existing position.
- **Do any personnel actions result from this budget modification? Explain.**
Yes, a Human Resources Analyst Sr. position is changed to a 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

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

Elected Official or Dept Director:	M. Cecilia Collier/s/	Date:	8-9-12
Budget Analyst:	Ching Hay /s/	Date:	8-9-12
Department HR:	Cynthia Trosino /s/	Date:	8-9-12
Countywide HR:	Travis Graves /s/	Date:	8-9-12