



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 3/19/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 3/19/15
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 2/27/15

Agenda Title: BUDGET MODIFICATION # DCM-12-15: Reclassifying an HR Analyst 1 (NR) to an HR Analyst 2 (NR) in Finance & Risk Management

Requested Meeting Date: March 19, 2015 Time Needed: Consent calendar
Department: 72 - County Management Division: Finance & Risk Management
Contact(s): Mark Campbell, CFO (Shaun Coldwell)

Phone: 503-988-6229 Ext. x86229 I/O Address _____

Presenter Name(s) & Title(s): Not applicable

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of budget modification DCM-12-15 reclassifying an HR Analyst 1 to an HR Analyst 2 in the Finance & Risk Management - Property & Liability Risk Management program.

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 modification reflects a Class/Comp decision on a classification request initiated by management (request# 2747). This is reclassifying an existing position in the FY 2015 adopted budget from HR Analyst 1 (NR) to HR Analyst 2 (NR). The duties of this position have been evaluated and best reside under the non-represented classification-HR Analyst 2. The business needs and expectations are now requiring this position to perform higher level duties, including analyzing, interpreting policy, and processing all county-wide property and liability insurance and claims data. This position recognizes program deficiencies and initiates improvements to minimize loss outcomes. The position is currently filled.

This reclassification is effective July 20, 2014.

The changes impact program offer 72006-15 FRM Property and Liability Risk Management

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

This position is funded within existing resources (100% in Risk Fund). The reclassification request is adjusting pay retroactive to July 20, 2014 in the amount of \$16,463. The difference in salary and benefits is being offset by a decrease in the insurance budget. Ongoing, this increased cost will be absorbed by the program.

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

NA

5. Explain any citizen or other government participation.

NA

Budget Modification

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).

Risk Fund revenue and expenditures are being increased by \$846 to reflect the changes in insurance benefits due to the reclassification.

7. What budgets are increased/decreased?

The position will include a salary increase, retroactive to July 20, 2014. The difference in salary and benefits for the year totals \$16,463. That amount is being reduced in the 60280-insurance line to balance this transaction.

8. What do the changes accomplish?

This action will approve the reclassification and pay adjustment for this position.

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

This filled position will be reclassified from an HR Analyst 1 (NR) non-exempt to an HR Analyst 2 (NR) exempt, with an effective date of July 20, 2014.

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

NA

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?

NA

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)?

Required Signature

**Elected Official or
Dept. Director:** Karyne Kieta /s/

Date: 2/27/15

Budget Analyst: Ching Hay /s/

Date: 2/27/15

Department HR: Patsy Moushey /s/

Date: 2/24/15

Countywide HR: Susan Mullett /s/

Date: 2/24/15

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCM-12-15

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	72006-15	3500	72-10	0020	708200	60000 - Permanent	53,066	58,898	5,833	
2	72006-15	3500	72-10	0020	708200	60130 - Salary Related Expns	17,518	19,494	1,976	
3	72006-15	3500	72-10	0020	708200	60140 - Insurance Benefits	14,461	14,884	423	
4	72006-15	3500	72-10	0020	708200	60280 - Insurance	881,000	864,537	(16,463)	
5	72006-15	3500	72-10	0020	708300	60000 - Permanent	53,066	58,898	5,833	
6	72006-15	3500	72-10	0020	708300	60130 - Salary Related Expns	17,518	19,494	1,976	
7	72006-15	3500	72-10	0020	708300	60140 - Insurance Benefits	14,461	14,884	423	
3500 Total										0
72-10 Total										0
Program Offer Number 72006-15 Total										0
8	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(67,728,774)	(67,729,620)	(846)	
9	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	4,732,331	4,733,177	846	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-15 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCM-12-15

Annualized Personnel Changes

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

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
701856	9080	Human Resources Analyst 1	63000	3500	708200	(0.50)	(26,265)	(8,899)	(8,980)	(44,144)
701856	9080	Human Resources Analyst 1	63000	3500	708300	(0.50)	(26,265)	(8,899)	(8,980)	(44,144)
701856	9670	Human Resources Analyst 2	63000	3500	708200	0.50	32,098	10,875	9,403	52,375
701856	9670	Human Resources Analyst 2	63000	3500	708300	0.50	32,098	10,875	9,403	52,375
Total Annualized Changes:						0.00	\$11,665	\$3,952	\$846	\$16,463

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
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701856	9670	Human Resources Analyst 2	63000	3500	708300	0.50	32,098	10,875	9,403	52,375
Total Current FY Changes:						0.00	\$11,665	\$3,952	\$846	\$16,463