



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 # DCM-17-15: Reclassifying a Program Manager 1 to a Program Supervisor in the DART Appraisal Section

Requested Meeting Date: _____ **Time Needed:** Consent calendar

Department: 72 - County Management **Division:** Division of Assessment, Recording & Taxation

Contact(s): Randy Walruff (Shaun Coldwell)

Phone: 503-988-4668 **Ext.** x84668 **I/O Address** 503/1

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-17-15 reclassifying a Program Manager 1 to a Program Supervisor in the Division of Assessment, Recording and Taxation Division - Residential Appraisal section.

This budget modification also moves the position from program offer 72034-15 DART Residential Appraisal to program offer 72032-15 Industrial Appraisal.

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# 2881). This vacant position in Assessment, Recording and Taxation (DART) in DCM is submitted for a reclassification from Program Manager 1 to Program Supervisor. With the addition of two (2) Chief Appraisers, the Program Manager positions are being phased out with Program Supervisors to provide direct supervision to the Appraiser team. This reclassification request is timed based on a retirement of a current Program Manager 1 employee. This position will plan, prioritize, assign, supervise and review the work of staff involved in valuing industrial properties (buildings, structures, machinery, equipment, personal property) for ad valorem tax purposes and resolving related assessment issues.

This reclassification is effective May 29, 2015.

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

The higher level Program Manager 1 position is currently budgeted at \$91,980 as an annual salary, close to the top of the range. The reclassified position at Program Supervisor is being budgeted at mid-range, for an annual salary difference of \$31,566 with all costs included. For fiscal year 2015, the difference of \$2,630 for the one month change is being placed in the Temporary line.

The position is being moved from program offer 72034, DART Residential Appraisal to program offer 72032 DART Industrial Appraisal, as of May 29.

There is a difference of -\$82 in insurance benefits, which impacts program offer 72020 Central HR Employee Benefits.

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

None.

5. Explain any citizen or other government participation.

None.

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).

Revenue to the Risk Fund is being reduced by \$82.

7. What budgets are increased/decreased?

DART Residential Appraisal, program offer 72034, decreased by \$9,367
DART Industrial Appraisal, program offer 72032, increased by \$9,367
Employee Benefits, program offer 72020, decreased by \$82

8. What do the changes accomplish?

This action will result in a reclassification of a Program Manager 1 to a Program Supervisor, and will move the position from Residential Appraisal to Industrial Appraisal.

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

Reclassifies a vacant position.

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)?

NA

Required Signature

Elected Official or Dept. Director:	_____	Date:	_____
Budget Analyst:	_____	Date:	_____
Department HR:	_____	Date:	_____
Countywide HR:	_____	Date:	_____