



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date: 2/28/13
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 2/4/13

Agenda Title: **BUDGET MODIFICATION # HD-13-14 authorizing one position re-classification within the Business Services Division of the Health Department.**

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

Requested Meeting Date: February 28, 2013 **Time Needed:** N/A - Consent
Department: Health Department **Division:** Business Services
Contact(s): Lester A. Walker - Budget & Finance Manager
Phone: (503) 988-3663 **Ext.** 26457 **I/O Address:** 167/2/210
Presenter Name(s) & Title(s): N/A (Consent Agenda)

General Information

1. What action are you requesting from the Board?

Approval of staffing adjustments resulting from the reclassification of one position. This change will not impact the Health Department's total FTE for FY2013.

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.

Reclassify a 1.00 FTE Finance Specialist 1 to a 1.00 FTE Procurement Analyst, position 714953, in the Business Services Division of the Health Department. Class Comp approved the reclassification effective 07/10/2012 (reclassification #2081). The job responsibilities of this position have expanded to include providing technical assistance to resolve difficult, non-routine, or complex purchasing activities. The position also develops requests for information from vendors, obtains requests for quote or invitations to bid, and creates purchase requisitions, purchase orders, and change orders while ensuring compliance with applicable policies and procedures. In addition, this position is responsible for determining appropriate procurement methods, evaluating, interpreting, and tabulating responses to determine awards, negotiating prices, payment terms, and providing trainings,

instruction, and special order support for Multco Marketplace. This change impacts program offer 40040—Business and Quality-Accounting and Financial Services.

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

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of the new classification or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of 714953 to a Procurement Analyst increased budgeted personnel cost by \$6,422 because the beginning step for a Finance Specialist 1 is lower than the beginning step for a Procurement Analyst. The increase in cost is offset by a reduction in supplies for no net fiscal impact this fiscal year.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases in accordance with the collective bargaining agreement with Local 88 and will be funded within the department's budget.

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

N/A

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

N/A

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).**

No change in revenues.

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

The Health Department's budget will have the following changes:

- Permanent personnel budget will increase by \$4,667
- Salary related expense budget will increase by \$1,358
- Insurance benefits budget will increase by \$397
- Supplies will decrease by \$6,422

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

- **What do the changes accomplish?**

Changes of classification for position 714953 better fit the duties of this position as determined by the Class/Comp Unit of the Central Human Resources.

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

- Reclassify a 1.00 FTE Finance Specialist 1 to a Procurement Analyst, position 714953, in the Business Services Division of the Health Department. Class Comp request #2081.

- 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:**

KaRin Johnson for

Date: 02-01-13

Lillian Shirley

Budget Analyst:

Althea Gregory /s/

Date: 2/4/2013

Department HR:

Kiara Miller

Date: 1/29/2013

Countywide HR:

Karie Miller

Date: 2/1/2013