



# 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-11-15: Reclassifying an Administrative Assistant to an Administrative Specialist/NR in DART Administration

**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.** 84668 **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-11-15 reclassifying an Administrative Assistant to an Administrative Specialist/NR in the DART Administration 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# 2733). This is reclassifying an existing position in the FY 2015 adopted budget. The duties of this new position have been evaluated and best reside under the non-represented classification-Administrative Specialist. DART's Director has taken on numerous projects, committees, and the president role for the state assessor's association, thus creating the support and need for an Administrative Specialist (NR) position. This position is located in the Business Services and Division Support workgroup with a dual reporting line to the Director and Business Services Manager. The position is currently filled.

The changes impact program offer 72023-15 Div of Assessment, Recording & Taxation Administration

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

This position is funded within existing resources (100% in General Fund). The reclassification request is adjusting pay retroactive to July 1, 2015 in the amount of \$1,925. The difference in salary and benefits is being offset by a decrease in the supplies budget. Future increases will be absorbed by DART.

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

NA

**5. Explain any citizen or other government participation.**

NA

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**Budget Modification**

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**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 is being changed in the Insurance Fund in the amount of \$72.

**7. What budgets are increased/decreased?**

Program offer 72023-15 will show an increase in the personnel budgets and a decrease in the supplies budget of \$1,925. The Insurance Fund will show an increase to the revenues and expenses for the benefits adjustment, in the amount of \$72.

**8. What do the changes accomplish?**

This action reclassifies an Administrative Assistant to an Administrative Specialist/NR, with an adjustment to the pay.

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

Reclassification of position 706112, according to the recommendations by the Class Comp Unit on request #2733.

**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_