



**Multnomah County**  
**Agenda Placement Request**  
**Budget Modification**  
(FY 2018)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-5 DATE 9/28/17  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 9/28/17  
Agenda Item #: C-5  
Est. Start Time: 9:30 am  
Date Submitted: 9/12/17

**Agenda Title: BUDGET MODIFICATION # DCA-03-18: Reclassification of a Data Technician to an IT Business Consultant**

Requested Meeting Date: September 28, 2017 Time Needed: Consent Calendar

Department: 78 - County Assets Division: Information Technology

Contact(s): Lisa Whedon and Chris Brower

Phone: 988-7580 Ext.            I/O Address 503/4

Presenter Name(s) & Title(s): N/A

**General Information**

**1. What action are you requesting from the Board?**

The department is requesting board approval of budget modification DCA-03-18 reclassifying position 716152 a Data Technician to an IT Business Consultant (Business Systems Analyst) in program offer 78309-18 – IT Health & Human Services Application Support.

**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 Class/Comp decision #3839; a reclassification request that is employee-initiated and management-supported. The position assumed a gradual increase of higher-level duties and responsibilities since February 2017. Over the last year, the Software Development and Applications team has taken on several new projects that required greater support and custom development. As a result, this position has grown from performing data technician duties to working directly with business partners to create alternative solutions, review the associated cost of solutions, and help facilitate the decision-making process. Currently, this position analyzes, designs, develops, tests, and supports business applications on the Salesforce platform for cloud and mobile, and is responsible for developing business requirements and user stories. The program offer affected is 78309-18.

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

Personnel expenses are expected to increase by \$27,242 in FY18, which will be offset by a

decrease in Professional Service, thus the IT fund balance will not change. However, the Risk Management program offer (72020-18) will increase by \$1,390 due to increased non-medical insurance liability.

Please note, the current top step of the new classification is 56% higher than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. The financial impact of the new classification will be funded within the ongoing department's budget.

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

N/A

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

N/A

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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).**

As a result of the increase in personnel cost, revenue in the Risk Management program offer (72020-18) will increase by \$1,390.

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

This reclassification results in a revenue and expense increase to the Risk Management fund of \$1,390.

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

Approval of a classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes, reclassification of position # 716152 from a Data Technician (JCN 6074) to an IT Business Consultant (JCN 6194) in program offer 78309-18.

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

N/A

**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?**

N/A

**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)?**

N/A

**Required Signature**

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**Elected Official or  
Dept. Director:** Sherry Swackhamer /s/**Date:** 9/8/17**Budget Analyst:** Ching Hay /s/**Date:** 9/12/17**Department HR:** Patsy Moushey /s/**Date:** 9/12/17**Countywide HR:** Karie Miller /s/**Date:** 9/8/17

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-03-18

### 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	72020-18	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(79,986,117)	(79,987,507)	(1,390)	
2	72020-18	3500	72-80	0020	705210	60330 - Claims Paid	6,268,866	6,270,256	1,390	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-18 Total										0
3	78309-18	3503	78-70	0020	709604	60000 - Permanent	1,325,261	1,335,058	9,797	
4	78309-18	3503	78-70	0020	709604	60130 - Salary Related Expns	450,667	453,796	3,129	
5	78309-18	3503	78-70	0020	709604	60140 - Insurance Benefits	319,155	319,850	695	
6	78309-18	3503	78-70	0020	709604	60170 - Professional Svcs	470,766	457,145	(13,621)	
7	78309-18	3503	78-70	0020	709656	60000 - Permanent	991,388	1,001,185	9,797	
8	78309-18	3503	78-70	0020	709656	60130 - Salary Related Expns	324,944	328,073	3,129	
9	78309-18	3503	78-70	0020	709656	60140 - Insurance Benefits	210,788	211,483	695	
10	78309-18	3503	78-70	0020	709656	60170 - Professional Svcs	158,029	144,408	(13,621)	
3503 Total										0
78-70 Total										0
Program Offer Number 78309-18 Total										0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-03-18

### 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
716152	6074	Data Technician		3503	709604	(0.50)	(24,884)	(7,948)	(9,567)	(42,399)
716152	6074	Data Technician		3503	709656	(0.50)	(24,884)	(7,948)	(9,567)	(42,399)
716152	6194	IT Business Consultant		3503	709604	0.50	34,681	11,077	10,262	56,020
716152	6194	IT Business Consultant		3503	709656	0.50	34,681	11,077	10,262	56,020
Total Annualized Changes:						0.00	\$19,594	\$6,258	\$1,390	\$27,242

### 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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
716152	6074	Data Technician		3503	709604	(0.50)	(24,884)	(7,948)	(9,567)	(42,399)
716152	6074	Data Technician		3503	709656	(0.50)	(24,884)	(7,948)	(9,567)	(42,399)
716152	6194	IT Business Consultant		3503	709604	0.50	34,681	11,077	10,262	56,020
716152	6194	IT Business Consultant		3503	709656	0.50	34,681	11,077	10,262	56,020
Total Current FY Changes:						0.00	\$19,594	\$6,258	\$1,390	\$27,242