



**Multnomah County  
Agenda Placement Request  
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C.2 DATE 12/3/15  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 12/3/15  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 11/2/15

**Agenda Title: BUDGET MODIFICATION # DCA-14-16: Reclassification of an IT Business Consultant Sr to a Systems Admin Sr in Program Offer 78028-16**

Requested Meeting Date: December 3, 2015 Time Needed: Consent Calendar

Department: 78 - County Assets Division: Information Technology

Contact(s): Lisa Whedon and Chris Brower

Phone: 988-7580 Ext. 87580 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-14-16 reclassifying position 716484, an IT Business Consultant Senior to a Systems Administrator Senior in Program Offer 78028-16 - IT Health & Human Services Application Services.

**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 #3171; a reclassification request initiated by management. Over the past three years the Pharmacy and Dental clinics have become highly specialized in the technologies they use to meet their business needs, and the IT Business Consultant Senior classification has proven to not have the right technical skills in place to help troubleshoot and resolve issues with the complicated environments. Since May 2015 a Systems Administrator Senior resource has been added to successfully evaluate and make recommendations to address the issues and improve customer support processes; therefore, a reclassification of the IT Business Consultant Sr position is warranted to support the long-term needs of the clinics. This reclassified position will serve as an integral member of the Application Services Team and have responsibility for providing senior-level knowledge of systems administration to determine optimal system software configuration, hardware/software compatibility, and operating system software and enhancements for Pharmacy Management Systems, Dental Electronic Health Record Systems, and Lab and Clinical Telemedicine initiatives.

The program offer affected is 78028-16.

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

Personnel expenses are expected to remain budget neutral for FY16, as the position is expected to be hired at the level in which it was originally budgeted. Ongoing, the current top step of the new classification is 9% higher than the current classification's top step. However it is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the 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).**

N/A

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

N/A

**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 an IT Business Consultant Senior to a Systems Administrator Senior.

**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** Sherry Swackhamer /s/

**Date:** 10/26/15

**Budget Analyst:** Ching Hay /s/

**Date:** 11/2/15

**Department HR:** Patsy Moushey /s/

**Date:** 10/26/15

**Countywide HR:** Karie Miller /s/

**Date:** 10/26/15