



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-14-15: Reclassifying an Office Assistant Sr to an HR Technician-Rep in Finance & Risk Management

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

Department: 72 - County Management **Division:** Finance & Risk Management

Contact(s): Mark Campbell, CFO (Shaun Coldwell)

Phone: 503-988-6229 **Ext.** x86229 **I/O Address** _____

Presenter Name(s) & Title(s): NA

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of budget modification DCM-14-15, reclassifying an Office Assistant Sr to an HR Technician - Rep in the Finance & Risk Management - Workers Compensation/Safety and Health 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# 2818). This is reclassifying an existing position in the FY 2015 adopted budget from Office Assistant Sr to HR Technician - Rep. This position is filled and the incumbent is being reclassified with the position. Risk Management has experienced staffing changes, task assignment changes, and reclassification of positions over the past year and this position has been delegated higher level tasks. This position provides paraprofessional and technical support for the risk management team and provides general loss prevention and control assistance to staff, employees, management, and the general public.

This reclassification is effective September 4, 2014.
This budget modification affects program offer 72009-15.

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

This position is funded within existing resources (100% in Risk Fund). The reclassification request is adjusting pay retroactive to September 4, 2014. The position will be moving from Step 5 on the OA Sr range to Step 1 on the HR Tech range. Total cost of the change is \$4,098, which will be absorbed within the program.

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

NA

5. Explain any citizen or other government participation.

NA

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 Insurance Benefits program (program offer 72020-15) is increased by \$215.

7. What budgets are increased/decreased?

The Finance & Risk Management Worker's Compensation/Safety & Health program offer 72009-15 is moving \$4,098 appropriation from the insurance budget into personal services.

The Central HR Employee Benefits program offer 72020-15 is being increased by \$215 to reflect the increased benefits budget.

8. What do the changes accomplish?

The changes will fully budget the change in employee classification retroactive to September 4, 2014.

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

Reclassification of an Office Assistant Sr position to HR Technician-Rep.

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: _____