



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 9/29/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/29/16
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 9/14/16

Agenda Title: BUDGET MODIFICATION # DCA-09-17: Reclassify Manager 2 position to Program Supervisor in DCA Facilities & Property Management

Requested Meeting Date: September 29, 2016 Time Needed: Consent Agenda
Department: 78 - County Assets Division: Facilities & Property Management

Contact(s): Lisa Whedon

Phone: 503-988-7580 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 of County Assets is requesting Board approval of budget modification DCA-09-17 reclassifying a Vacant Manager 2 position (714564) JCN 9364 in Program Offer 78210-17, Facilities Strategic Planning and Projects to a new Program Supervisor position JCN 9361 in Program Offer 78200-17, Facilities Director's Office Moves, Adds, and Changes Program (MAC).

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 # 3542 a position reclassification initiated by management. The vacant Manager 2 position in the Facilities & Property Management division of the Department of County Assets is requested for re-classification as a Program Supervisor to support the expanding Capital Improvement Projects. This position will provide leadership and supervisory oversight to the MAC Program and staff. The position will be responsible for providing program direction; assessing program service needs; supervising, planning, and organizing the MAC team to deliver professional project management services; establishing administrative and budgetary controls over program operations; creating, implementing, and monitoring performance measures; developing and managing the annual operating budget; monitoring and ensuring accurate inventory control systems; taking corrective

action to resolve customer complaints and escalating issues when necessary; supervising and motivating staff; assessing and recommending training; creating succession plans; establishing schedules; resolving staff conflicts and implementing disciplinary procedures; developing and implementing policies or procedures to increase operational effectiveness; and preparing reports and special studies as needed.

An analysis of the Program Coordinator, Program Specialist Senior, and Program Supervisor classifications was performed before making an allocation decision: The duties, responsibilities and qualifications support this position be allocated to Program Supervisor (9361).

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

Personnel expenses are expected to decrease \$22,139. in FY17.

The current top step of the new classification is 17.5% less than the top step of the original position.

This personnel cost reduction will be offset by an increase in the Training cost element 60260. The Fund balance is not changed. In subsequent fiscal years the reclassified position will be subject to the approved cost of living adjustments (COLA). 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

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).

As a result of the decrease in personnel cost the Risk Management program offer 72020-17 revenue decreases by \$1,155.

7. What budgets are increased/decreased?

This re-classification results in a decrease to the Risk Management fund by \$1,155.

8. What do the changes accomplish?

Approval of reclassification from the Human Resources Classification Compensation unit will best reflect the department need and duties of the position.

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

Yes, reclassification of position #714564 Manager 2 (JCN 9364) in Program Offer 78210-17 to Program Supervisor (JCN 9361) in program offer 78200-17.

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)?

NA

Required Signature

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

Date: 9/7/16

Budget Analyst: Ching Hay /s/

Date: 9/14/16

Department HR: Prudence Veach /s/

Date: 9/8/16

Countywide HR: Karie Miller /s/

Date: 9/7/16

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-09-17

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	72020-17	3500	72-80	0020	705210	50310 - Intl Svc Reimburse	(37,948)	(36,793)	1,155	
2	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,204,323	12,203,168	(1,155)	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-17 Total										0
3	78200-17	3505	78-50	0020	902410	60000 - Permanent	302,590	375,190	72,600	
4	78200-17	3505	78-50	0020	902410	60130 - Salary Related Expns	106,738	129,759	23,021	
5	78200-17	3505	78-50	0020	902410	60140 - Insurance Benefits	83,056	100,820	17,764	
6	78200-17	3505	78-50	0020	902410	60260 - Travel & Training	10,000	32,139	22,139	
3505 Total										135,524
78-50 Total										135,524
Program Offer Number 78200-17 Total										135,524
7	78210-17	3505	78-50	0020	902510	60000 - Permanent	600,201	511,669	(88,532)	
8	78210-17	3505	78-50	0020	902510	60130 - Salary Related Expns	191,511	163,438	(28,073)	
9	78210-17	3505	78-50	0020	902510	60140 - Insurance Benefits	148,884	129,965	(18,919)	
3505 Total										(135,524)
78-50 Total										(135,524)
Program Offer Number 78210-17 Total										(135,524)

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-09-17

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
714564	9361	Program Supervisor		3505	902410	1.00	87,120	27,625	21,317	136,062
714564	9364	Manager 2		3505	902510	(1.00)	(106,239)	(33,688)	(22,703)	(162,630)
Total Annualized Changes:						0.00	(\$19,119)	(\$6,063)	(\$1,386)	(\$26,568)

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
714564	9361	Program Supervisor		3505	902410	0.83	72,600	23,021	17,764	113,385
714564	9364	Manager 2		3505	902510	(0.83)	(88,532)	(28,073)	(18,919)	(135,524)
Total Current FY Changes:						0.00	(\$15,932)	(\$5,052)	(\$1,155)	(\$22,139)