



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

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C.4 DATE 11/2/17  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 11/2/17  
Agenda Item #: C.4  
Est. Start Time: 9:30 am  
Date Submitted: 10/13/17

**Agenda Title: BUDGET MODIFICATION # DCA-05-18: Reclassification of a Finance Specialist 1 to a Finance Specialist 2 in DCA Admin Hub Finance**

**Requested Meeting Date:** November 2, 2017 **Time Needed:** Consent Agenda

**Department:** 78 - County Assets **Division:** DCA Hub Finance Section

**Contact(s):** Lisa Whedon

**Phone:** 5039887580 **Ext.** 8-7580 **I/O Address** 503/04

**Presenter Name(s) & Title(s):** Consent Agenda

**General Information**

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

The Department of County Assets is requesting Board approval of budget modification DCA-05-18 reclassifying Position #704756 Finance Specialist 1 (JCN6029) to Finance Specialist 2 (JCN 6030) in Program Offer 78102-18 (Administrative Hub Finance).

**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 #3873 a reclassification initiated by management in the Administrative Hub of the Department of County Assets (DCA) is for reclassification of a filled position from a Finance Specialist 1 to a Finance Specialist 2 as a result of a gradual assumption of higher-level duties and responsibilities.

This position performs the primary accounts payable function for the Facilities and Property management division that requires a higher level of fiscal and contract oversight, auditing, and a thorough understanding of administrative procedures, ORS, and GAAP. Additional duties and responsibilities that were added to this position include monitoring of prime and sub-contractors pay applications for adherence to contract rates, terms, and conditions for capital construction projects, and partnering with and monitoring project owner representatives and county project managers to ensure compliance with county rules, laws, and procedures. The position is responsible for accounts payable and contract fiscal oversight including the processing and

auditing of pay applications; reviewing invoices for accuracy; verifying coding to correct budget accounts and general ledger accounts; obtaining manager approvals; matching all relevant backup material according to GAAP and county administrative procedures; auditing complex capital construction payment applications; reviewing billed labor and other rates, terms, and conditions for accuracy; implementing the capital construction audit system to ensure compliance; performing standard and non-standard fiscal transactions; recommending and assisting in implementing new systems and procedures; prioritizing invoice processing to avoid late fees and penalties; negotiating with vendors to resolve disputes and correct invoices; preparing and processing SAP transactions for 3-way match or direct pay method; making recommendations and assisting in creation of new work flow procedures; reconciling vendor monthly statements, analyzing information provided, and performing research to ensure all invoices are accounted for; preparing and processing journal entries and payments; creating and generating management reports; analyzing contracts and leases and making recommendations to management; and tracking service contracts and purchase orders.

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

Personnel expenses are expected to increase by \$2,736 in FY18. This will be off set by an decrease in travel and training expense cost element. 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.

As a result of the increase in personnel cost the Risk Management program offer 72020-18 increases by \$134.

**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).**

NA

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

NA

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

Implementation of a Classification and Compensation decision to reclassify Position #704756 Finance Specialist 1 (JCN6029) to Finance Specialist 2 (JCN 6030) in Program Offer 78102-18 (Administrative Hub Finance).

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

Yes. Upon Board approval position position #704756 Finance Specialist 1 (JCN6029) will be reclassified to a Finance Specialist 2 (JCN 6030)

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:** Sherry Swackhamer /s/

**Date:** 10/12/17

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

**Date:** 10/12/17

**Department HR:** Prudence Veach /s/

**Date:** 10/12/17

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

**Date:** 10/12/17

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-05-18

### 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
704756	6029	Finance Specialist 1		1000	704060	(1.00)	(51,274)	(19,823)	(19,240)	(90,337)
704756	6030	Finance Specialist 2		1000	704060	1.00	53,151	20,548	19,374	93,073
Total Annualized Changes:						0.00	\$1,877	\$725	\$134	\$2,736

### 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
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Total Current FY Changes:						0.00	\$1,877	\$725	\$134	\$2,736

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-05-18

### 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	(81,178,155)	(81,178,289)	(134)	
2	72020-18	3500	72-80	0020	705210	60330 - Claims Paid	7,460,904	7,461,038	134	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-18 Total										0
3	78102-18	1000	78-30	0020	704060	60000 - Permanent	512,473	514,350	1,877	
4	78102-18	1000	78-30	0020	704060	60130 - Salary Related Expns	181,004	181,729	725	
5	78102-18	1000	78-30	0020	704060	60140 - Insurance Benefits	161,185	161,319	134	
6	78102-18	1000	78-30	0020	704060	60260 - Travel & Training	3,566	830	(2,736)	
1000 Total										0
78-30 Total										0
Program Offer Number 78102-18 Total										0