



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

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C.7 DATE 11/30/17  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 11/30/17  
Agenda Item #: C.7  
Est. Start Time: 9:30 am  
Date Submitted: 11/17/17

**Agenda Title: BUDGET MODIFICATION # DCM-04-18: Reclassification of five Appraiser 2 positions into Appraiser 3 positions in DCM DART**

**Requested Meeting Date:** November 30, 2017

**Time Needed:** \_\_\_\_\_

**Department:** 72 - County Management

**Division:** Division of Assessment,  
Revenue and Taxation

**Contact(s):** Mike Vaughn, Deb Anderson

**Phone:** 5039886355

**Ext.** 86355

**I/O Address** 503/2

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

**General Information**

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

Approval of reclassification #3898 - #3902, as recommended by the Class Comp section of Central HR, for positions 701280, 704361, 703873, 718045, and 703204. Five Appraiser 2 positions are being reclassified to a newly bargained Appraiser 3 classification effective October 16, 2017.

**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.**

These five positions in the Department of County Management's Division of Assessment, Recording, and Taxation (DART) are requested for reclassification from Property Appraiser 2 to Property Appraiser 3 as a result of the Property Appraiser Market Study that was finalized on September 18, 2017. The employees in these positions were selected for promotion through a competitive recruitment process and received promotional letters on October 16, 2017 outlining their new salary and rate of pay per the Memorandum of Agreement (MOA). The positions held by these five employees need to be reclassified to Property Appraiser 3 to reflect the higher level duties and responsibilities that the positions are performing. The submitted position descriptions indicate that the duties, responsibilities, and qualifications support that these positions are allocated to Property Appraiser 3 (6044).

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

This action increases personnel costs to Program Offer 72034 by \$7,150 and Program Offer 72033 by \$19,272 for fiscal year 2018, offset by a reduction in Premium Pay and Professional Services. The top range of the new classification is 9.25% higher than the current classification. It is anticipated that in subsequent fiscal years the financial impact of the reclassification will be covered within existing resources.

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

None

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

None

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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).**

Risk fund increases by \$1,379 due to personnel budget changes.

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

The Risk Fund increases by \$1,379.

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

Reclassification.

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

NA

**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**

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**Elected Official or  
Dept. Director:** Marissa Madrigal /s/**Date:** 11-16-17**Budget Analyst:** Ching Hay /s/**Date:** 11-17-17**Department HR:** Susan Yee /s/**Date:** 11-15-17**Countywide HR:** Karie Miller /s/**Date:** 11-15-17

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCM-04-18

### 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	(81,205,862)	(81,207,241)	(1,379)	
2	72020-18	3500	72-80	0020	705210	60330 - Claims Paid	7,488,611	7,489,990	1,379	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-18 Total										0
3	72033-18	1000	72-30	0020	706403	60000 - Permanent	1,047,687	1,061,525	13,838	
4	72033-18	1000	72-30	0020	706403	60120 - Premium	16,782	13,932	(2,850)	
5	72033-18	1000	72-30	0020	706403	60130 - Salary Related Expns	362,128	366,548	4,420	
6	72033-18	1000	72-30	0020	706403	60140 - Insurance Benefits	315,820	316,834	1,014	
7	72033-18	1000	72-30	0020	706403	60170 - Professional Svcs	30,500	14,078	(16,422)	
1000 Total										0
72-30 Total										0
Program Offer Number 72033-18 Total										0
8	72034-18	1000	72-30	0020	706405	60000 - Permanent	2,013,144	2,018,287	5,143	
9	72034-18	1000	72-30	0020	706405	60120 - Premium	18,624	11,474	(7,150)	
10	72034-18	1000	72-30	0020	706405	60130 - Salary Related Expns	682,795	684,437	1,642	
11	72034-18	1000	72-30	0020	706405	60140 - Insurance Benefits	637,340	637,705	365	
1000 Total										0
72-30 Total										0
Program Offer Number 72034-18 Total										0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCM-04-18

### 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
701280	6042	Property Appraiser 2		1000	706405	(1.00)	(62,270)	(19,889)	(20,021)	(102,180)
701280	6044	Property Appraiser 3		1000	706405	1.00	62,473	19,955	20,036	102,464
703204	6042	Property Appraiser 2		1000	706403	(1.00)	(66,220)	(21,151)	(20,302)	(107,673)
703204	6044	Property Appraiser 3		1000	706403	1.00	66,503	21,241	20,321	108,065
703873	6042	Property Appraiser 2		1000	706405	(1.00)	(54,802)	(17,504)	(19,491)	(91,797)
703873	6044	Property Appraiser 3		1000	706405	1.00	61,659	19,693	19,977	101,329
704361	6042	Property Appraiser 2		1000	706405	(1.00)	(62,270)	(19,889)	(20,021)	(102,180)
704361	6044	Property Appraiser 3		1000	706405	1.00	62,473	19,955	20,036	102,464
718045	6042	Property Appraiser 2		1000	706403	(1.00)	(64,903)	(20,730)	(20,208)	(105,841)
718045	6044	Property Appraiser 3		1000	706403	1.00	65,373	20,880	20,241	106,495
Total Annualized Changes:						0.00	\$8,016	\$2,561	\$569	\$11,146

### 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
701280	6042	Property Appraiser 2		1000	706405	(0.75)	(46,855)	(14,966)	(15,027)	(76,848)
701280	6044	Property Appraiser 3		1000	706405	0.75	46,855	14,966	15,027	76,848

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2018

Budget Modification: DCM-04-18

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
703204	6042	Property Appraiser 2		1000	706403	(0.75)	(49,877)	(15,931)	(15,242)	(81,050)
703204	6044	Property Appraiser 3		1000	706403	0.75	49,877	15,931	15,241	81,049
703873	6042	Property Appraiser 2		1000	706405	(0.75)	(41,101)	(13,128)	(14,618)	(68,847)
703873	6044	Property Appraiser 3		1000	706405	0.75	46,244	14,770	14,983	75,997
704361	6042	Property Appraiser 2		1000	706405	(0.75)	(46,855)	(14,966)	(15,027)	(76,848)
704361	6044	Property Appraiser 3		1000	706405	0.75	46,855	14,966	15,027	76,848
718045	6042	Property Appraiser 2		1000	706403	(0.75)	(49,030)	(15,660)	(15,181)	(79,871)
718045	6044	Property Appraiser 3		1000	706403	0.75	49,030	15,660	15,181	79,871
Total Current FY Changes:						0.00	\$5,143	\$1,642	\$364	\$7,149