



**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                       |          |
| <b>3500 Total</b>                          |                      |           |             |            |             |                              |                |                |                             | <b>0</b> |
| <b>72-80 Total</b>                         |                      |           |             |            |             |                              |                |                |                             | <b>0</b> |
| <b>Program Offer Number 72020-18 Total</b> |                      |           |             |            |             |                              |                |                |                             | <b>0</b> |
| 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)                    |          |
| <b>1000 Total</b>                          |                      |           |             |            |             |                              |                |                |                             | <b>0</b> |
| <b>72-30 Total</b>                         |                      |           |             |            |             |                              |                |                |                             | <b>0</b> |
| <b>Program Offer Number 72033-18 Total</b> |                      |           |             |            |             |                              |                |                |                             | <b>0</b> |
| 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                         |          |
| <b>1000 Total</b>                          |                      |           |             |            |             |                              |                |                |                             | <b>0</b> |
| <b>72-30 Total</b>                         |                      |           |             |            |             |                              |                |                |                             | <b>0</b> |
| <b>Program Offer Number 72034-18 Total</b> |                      |           |             |            |             |                              |                |                |                             | <b>0</b> |

### 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         |
| <b>Total Annualized Changes:</b> |      |                      |        |      |                    | <b>0.00</b> | <b>\$8,016</b>   | <b>\$2,561</b> | <b>\$569</b>      | <b>\$11,146</b> |

#### 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

| Position Number                  | JCN  | JCN Description      | HR Org | Fund | Cost Object Number | Current Year |                  |                |                   |                |
|----------------------------------|------|----------------------|--------|------|--------------------|--------------|------------------|----------------|-------------------|----------------|
|                                  |      |                      |        |      |                    | 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         |
| <b>Total Current FY Changes:</b> |      |                      |        |      |                    | <b>0.00</b>  | <b>\$5,143</b>   | <b>\$1,642</b> | <b>\$364</b>      | <b>\$7,149</b> |