



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

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 9/14/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/14/17
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 8/23/17

Agenda Title: BUDGET MODIFICATION # DCA-01-18: FPM - Reclass Position 703973 from Facilities Specialist 3 to Facilities Specialist 2

Requested Meeting Date: September 14, 2017 Time Needed: NA-Consent Agenda

Department: 78 - County Assets Division: Facilities and Property Management

Contact(s): Lisa Whedon (x87580) and Jen Unruh (x82418)

Phone: _____ Ext. _____ I/O Address _____

Presenter Name(s) & Title(s): NA-Consent Agenda

General Information

1. What action are you requesting from the Board?

The Department of County Assets requests Board approval of budget modification DCA-01-18, reclassifying position 703973 from Facilities Specialist 3 (6016) to Facilities Specialist 2 (6017), effective September, 2017 in program offer 78202-18 (Facilities Operations and Maintenance).

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 position in the Facilities and Property Management (FPM) division of the Department of County Assets is requested for reclassification from a Facilities Specialist 3 to a Facilities Specialist 2 to better meet division needs. This position will coordinate compliance activities in County maintained facilities such as testing and inspections. In its review, Human resources also evaluated the Facilities 3 classification, which is responsible for leading larger and more technically advanced work than the Facilities Specialist 2.

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

This reclassification results in a base personnel cost decrease of \$8,538 in the current fiscal year, which is offset in overtime and related expenses. In subsequent years the reclassified position will be subject to the approved cost of living adjustments and step increases.

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).

No revenue is being changed.

7. What budgets are increased/decreased?

The Department budget remains the same with the change in permanent personnel expense offset in overtime and related expense.

8. What do the changes accomplish?

Implementation of a Classification and Compensation decision to reclassify position 703973 from Facilities Specialist 3 to Facilities Specialist 2.

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

Yes. Position 703973 is reclassified from Facilities Specialist 3 to Facilities Specialist 2.

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:** Sherry Swackhamer /s/

Date: 8/17/17

Budget Analyst: Ching Hay /s/

Date: 8/25/17

Department HR: Prudence Veach /s/

Date: 8/18/17

Countywide HR: Karie Miller /s/

Date: 8/23/17

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-01-18

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	78202-18	3505	78-50	0020	902201	60110 - Overtime	7,000	11,000	4,000	
2	78202-18	3505	78-50	0020	902201	60130 - Salary Related Expns	135,349	136,896	1,547	
3	78202-18	3505	78-50	0020	902201	60140 - Insurance Benefits	137,587	137,871	284	
4	78202-18	3505	78-50	0020	902395	60000 - Permanent	355,670	349,813	(5,857)	
5	78202-18	3505	78-50	0020	902395	60110 - Overtime	0	1,857	1,857	
6	78202-18	3505	78-50	0020	902395	60130 - Salary Related Expns	127,135	125,588	(1,547)	
7	78202-18	3505	78-50	0020	902395	60140 - Insurance Benefits	103,423	103,139	(284)	
3505 Total										0
78-50 Total										0
Program Offer Number 78202-18 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-01-18

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
703973	6016	Facilities Specialist 3		3505	902395	(1.00)	(82,868)	(32,037)	(21,484)	(136,389)
703973	6017	Facilities Specialist 2		3505	902395	1.00	75,840	29,320	20,984	126,144
Total Annualized Changes:						0.00	(\$7,028)	(\$2,717)	(\$500)	(\$10,245)

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
703973	6016	Facilities Specialist 3		3505	902395	(0.83)	(69,057)	(26,698)	(17,903)	(113,658)
703973	6017	Facilities Specialist 2		3505	902395	0.83	63,200	24,433	17,487	105,120
Total Current FY Changes:						0.00	(\$5,857)	(\$2,265)	(\$416)	(\$8,538)