



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

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.1 DATE 4/5/18  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 4/5/18  
Agenda Item #: C.1  
Est. Start Time: 9:30 am  
Date Submitted: 3/9/18

**Agenda Title: BUDGET MODIFICATION # DCA-11-18: Reclassifying Contract Specialist Senior to Procurement Analyst Senior in DCA Administrative Hub**

**Requested Meeting Date:** April 5, 2018

**Time Needed:** Consent Agenda

**Department:** 78 - County Assets

**Division:** HUB Contracting and  
Procurement

**Contact(s):** Lisa Whedon

**Phone:** 5039887580

**Ext.** 8-7580

**I/O Address** 503/04

**Presenter Name(s) & Title(s):** NA

**General Information**

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

The Department of County Assets is requesting Board approval of budget modification DCA-11-18 reclassifying Position #715054 Contract Specialist Senior (JCN 6031) to Procurement Analyst Senior (JCN 6111) in Program Offer 78101-18 (Administrative Hub Procurement & Contracting).

**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 #3996 a reclassification initiated by management in the Administrative Hub of the Department of County Assets (DCA) is for reclassification n from a Contract Specialist Senior to a Procurement Analyst Senior as a result of a change in the skill set that is needed for the work unit. The reclassified position will provide professional level technical and advanced subject matter expertise and oversight in Procurement & Contracting Services. The position will be responsible for driving the procurement process for all contracts and procurement/purchasing activities; ensuring compliance and oversight throughout the process; advising and providing technical assistance to staff; deciding the resolution of difficult or complex purchasing activities, quality issues, service packages, etc.; answering customer questions and interpreting goals and policies; contributing to the development of proposals and invitations for bids; requesting quotes for complex solution proposals for routine and non-routine purchases; monitoring and administering non-programmatic contracts following execution; ensuring all

requirements are clearly defined and documented; detecting exceptions which fall outside the process; developing a new process for procurement and contract development; developing, updating, and maintaining training programs and materials related to procurement and contract development processes; explaining options available to individuals, including costs and options; interviewing and negotiating with vendors and participating in vendor outreach; and tracking complaints and other issues with users and vendors prior to hand off to contract specialists.

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

Personnel expenses are expected to decrease by \$2,550 in FY18, which will be offset by an increase in the Supplies budget, thus the fund balance will not change. However, the Risk Management program offer (72020-18) will decrease by \$130 due to decreased non-medical insurance liability.

Please note, the current top step of the new classification is 8.5% lower than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. 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.**

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).**

The Risk fund 3500 revenue will decrease by \$130 due to a reduction in insurance costs for this position.

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

This reclassification results in a revenue and expense decrease to the Risk Management fund of \$130

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

Approval of a classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes. Upon Board approval position #715054 Contract Specialist Senior (JCN 6031) to Procurement Analyst Senior (JCN 6111).

**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:** 3/7/18

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

**Date:** 3/9/18

**Department HR:** Susan Yee /s/

**Date:** 3/8/18

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

**Date:** 3/7/18

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-11-18

### 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	(81,396,846)	(81,396,716)	130	
2	72020-18	3500	72-80	0020	705210	60330 - Claims Paid	7,679,595	7,679,465	(130)	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-18 Total										0
3	78101-18	1000	78-20	0020	709102	60000 - Permanent	1,321,647	1,319,813	(1,834)	
4	78101-18	1000	78-20	0020	709102	60130 - Salary Related Expns	464,215	463,629	(586)	
5	78101-18	1000	78-20	0020	709102	60140 - Insurance Benefits	349,676	349,546	(130)	
6	78101-18	1000	78-20	0020	709102	60240 - Supplies	5,000	7,550	2,550	
1000 Total										0
78-20 Total										0
Program Offer Number 78101-18 Total										0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-11-18

### 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
715054	6031	Contract Specialist/Sr		1000	709102	(1.00)	(65,373)	(20,880)	(20,241)	(106,494)
715054	6111	Procurement Analyst/Sr		1000	709102	1.00	59,871	19,122	19,851	98,844
Total Annualized Changes:						0.00	(\$5,502)	(\$1,758)	(\$390)	(\$7,650)

### 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
715054	6031	Contract Specialist/Sr		1000	709102	(0.33)	(21,791)	(6,960)	(6,747)	(35,498)
715054	6111	Procurement Analyst/Sr		1000	709102	0.33	19,957	6,374	6,617	32,948
Total Current FY Changes:						0.00	(\$1,834)	(\$586)	(\$130)	(\$2,550)