



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

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.6 DATE 10/11/18
MARINA BAKER, BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/11/18
Agenda Item #: C.6
Est. Start Time: 9:30 a.m.
Date Submitted: 10/3/18

Agenda Title: BUDGET MODIFICATION # DCA-08-19: Reclassification of Data Analyst Senior to Program Supervisor

Requested Meeting Date: October 11, 2018 **Time Needed:** Consent Calendar
Department: 78 - County Assets **Division:** Records Management and Archives

Contact(s): Lisa Whedon and Johnny Fang

Phone: 988-7580 **Ext.** _____ **I/O Address** 503/4

Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of budget modification DCA-08-19, the reclassification of a Data Analyst Senior to a Program Supervisor in program offer 78404-19 – Records Management.

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 #4175; a reclassification requested by management.

This vacant position in the Records Management and Archives work unit of the Department of County Asset is requested for reclassification from a Data Analyst Senior to a Program Supervisor to provide program specific leadership. This position will provide county departments and the Records Management and Archives Program with support through execution of a variety of high level administrative and management support duties in accordance with business needs, public records, and archive requirements. This position will supervise Records Management and Archives employees, oversee countywide Information Governance Initiatives, and serve as the Multnomah County Records Officer. The position will be responsible for establishing methods to design and implement a structure to support the Information Governance program; engaging in strategic

information and records management initiatives with other officers of the organization; documenting and obtaining approval for program policies and procedures; supervising staff and overseeing daily activities; providing policy guidance and interpretation; engaging in performance, planning, and review processes with staff; providing guidance and opportunities for staff growth and development; leading recruitment activities; developing and implementing program policies and operating and administrative procedures; providing analysis of metrics to identify trends in support of improved program functions; participating in budget preparation and ongoing budget administration; participating in professional organizations, including participating in local branches and user groups; and attending meetings, presentations, and trainings.

An analysis of the Data Analyst Senior, Program Supervisor, and Manager 1 classifications was performed before making an allocation decision. The program offer affected is 78404-19.

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

Budgeted personnel expenses increases by \$569 in FY 2019. This is offset by a similar reduction to the supplies budgeted expense.

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

N/A

5. Explain any citizen or other government participation.

N/A

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).

N/A

7. What budgets are increased/decreased?

N/A

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, reclassification of position # 715585 from a Data Analyst Senior (JCN 6456) to a Program Supervisor (JCN 9361) in program offer 78404-19.

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

N/A

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?

N/A

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)?

N/A

Required Signature

Elected Official or Bob Leek /s/ **Date:** 10/3/18
Dept. Director: _____

Budget Analyst: Ching Hay /s/ **Date:** 10/3/18

Department HR: Lyndsey Posada /s/ **Date:** 10/2/18

Countywide HR: Karie Miller /s/ **Date:** 10/1/18

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCA-08-19

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	78404-19	3504	78-20	0020	904500	60000 - Permanent	315,702	315,702	0	
2	78404-19	3504	78-20	0020	904500	60130 - Salary Related Expns	112,834	113,403	569	
3	78404-19	3504	78-20	0020	904500	60140 - Insurance Benefits	108,251	108,251	0	
4	78404-19	3504	78-20	0020	904500	60240 - Supplies	9,986	9,417	(569)	
3504 Total										0
78-20 Total										0
Program Offer Number 78404-19 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCA-08-19

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
715585	6456	Data Analyst/Sr		3504	904500	(1.00)	(75,385)	(24,726)	(21,778)	(121,889)
715585	9361	Program Supervisor		3504	904500	1.00	75,893	25,652	21,813	123,359
Total Annualized Changes:						0.00	\$508	\$926	\$35	\$1,470

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
715585	6456	Data Analyst/Sr		3504	904500	(0.75)	(56,920)	(18,670)	(16,359)	(91,949)
715585	9361	Program Supervisor		3504	904500	0.75	56,920	19,239	16,360	92,519
Total Current FY Changes:						0.00	\$0	\$569	\$1	\$570