



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-3 DATE 6/2/16  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 6/2/16  
Agenda Item #: C.3  
Est. Start Time: 9:30 am  
Date Submitted: 5/16/16

**Agenda Title:** BUDGET MODIFICATION # DCM-14-16: Reclassification of Manager Senior to Program Manager 1 in DCM - Assessment, Recording and Taxation

**Requested Meeting Date:** June 2, 2016

**Time Needed:** Consent Agenda

**Department:** 72 - County Management

**Division:** Division of Assessment,  
Recording and Taxation  
(DART)

**Contact(s):** Debra Anderson and Randy Walruff

**Phone:** 503-988-6229

**Ext.** 86229

**I/O Address** \_\_\_\_\_

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

### General Information

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

Approval of reclassification #3368, as recommended by the Class Comp section of Central HR. This position is currently a Manager Senior and is being reclassified to a Program Manager 1 in the Applications Support section of DART, with an effective date of May 4, 2016.

#### 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 vacant position within the DART division in DCM is submitted for a reclassification from Manager Senior to Program Manager 1 due to a reorganization of the work unit. The Application Support Manager provides complex staff assistance to the Director and manages programs that provide administration of information technology support for DART. The supervision role has been reduced from oversight of four (4) to two (2) work units.

This change will impact program offer 72037 - DART Applications Support and program offer 72028 - DART GIS Parcel Management.

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

This action will decrease the salary and benefits for this position by \$2,774 for fiscal year 2016.

The savings will be offset by increasing the line item for supplies (60240). There is also a reduction to the Risk Fund in the amount of \$146.

**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).**

Service reimbursement revenue to the Risk fund decreases by \$146 due to personnel budget changes.

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

The Risk Fund decreases by \$146.

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

Reclassification of a Manager Senior to a Program Manager 1, effective date May 4, 2016.

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

Reclassification.

**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:** Marissa Madrigal /s/

**Date:** 5-13-16

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

**Date:** 5-16-16

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

**Date:** 5-11-16

**Countywide HR:** Susan Mullett /s/

**Date:** 5-11-16

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-14-16

### 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                                   | 72020-16             | 3500      | 72-80       | 0020       | 705210      | 50316 - Svc Rmb Med/Dental   | (71,429,788)   | (71,429,642)   | 146                         |          |
| 2                                   | 72020-16             | 3500      | 72-80       | 0020       | 705210      | 60330 - Claims Paid          | 7,924,293      | 7,924,147      | (146)                       |          |
| 3500 Total                          |                      |           |             |            |             |                              |                |                |                             | 0        |
| 72-80 Total                         |                      |           |             |            |             |                              |                |                |                             | 0        |
| Program Offer Number 72020-16 Total |                      |           |             |            |             |                              |                |                |                             | 0        |
| 3                                   | 72028-16             | 1000      | 72-30       | 0020       | 706202      | 60000 - Permanent            | 444,676        | 444,069        | (607)                       |          |
| 4                                   | 72028-16             | 1000      | 72-30       | 0020       | 706202      | 60130 - Salary Related Expns | 148,996        | 148,815        | (181)                       |          |
| 5                                   | 72028-16             | 1000      | 72-30       | 0020       | 706202      | 60140 - Insurance Benefits   | 134,841        | 134,797        | (44)                        |          |
| 1000 Total                          |                      |           |             |            |             |                              |                |                |                             | (832)    |
| 72-30 Total                         |                      |           |             |            |             |                              |                |                |                             | (832)    |
| Program Offer Number 72028-16 Total |                      |           |             |            |             |                              |                |                |                             | (832)    |
| 6                                   | 72037-16             | 1000      | 72-30       | 0020       | 705401      | 60000 - Permanent            | 380,986        | 379,568        | (1,418)                     |          |
| 7                                   | 72037-16             | 1000      | 72-30       | 0020       | 705401      | 60130 - Salary Related Expns | 125,351        | 124,929        | (422)                       |          |
| 8                                   | 72037-16             | 1000      | 72-30       | 0020       | 705401      | 60140 - Insurance Benefits   | 94,462         | 94,360         | (102)                       |          |
| 9                                   | 72037-16             | 1000      | 72-30       | 0020       | 705401      | 60240 - Supplies             | 25,000         | 27,774         | 2,774                       |          |
| 1000 Total                          |                      |           |             |            |             |                              |                |                |                             | 832      |
| 72-30 Total                         |                      |           |             |            |             |                              |                |                |                             | 832      |
| Program Offer Number 72037-16 Total |                      |           |             |            |             |                              |                |                |                             | 832      |

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-14-16

### 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      |
| 706223                    | 9365 | Manager, Sr       |        | 1000 | 705401             | (0.70)     | (78,401)         | (23,277)       | (15,590)          | (117,268)  |
| 706223                    | 9365 | Manager, Sr       |        | 1000 | 706202             | (0.30)     | (33,600)         | (9,976)        | (6,682)           | (50,258)   |
| 706223                    | 9615 | Program Manager 1 |        | 1000 | 705401             | 0.70       | 69,894           | 20,748         | 14,976            | 105,618    |
| 706223                    | 9615 | Program Manager 1 |        | 1000 | 706202             | 0.30       | 29,958           | 8,892          | 6,420             | 45,270     |
| Total Annualized Changes: |      |                   |        |      |                    | 0.00       | (\$12,149)       | (\$3,613)      | (\$876)           | (\$16,638) |

### 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     |
| 706223                    | 9365 | Manager, Sr       |        | 1000 | 705401             | (0.12)       | (13,067)         | (3,880)        | (2,598)           | (19,545)  |
| 706223                    | 9365 | Manager, Sr       |        | 1000 | 706202             | (0.05)       | (5,600)          | (1,663)        | (1,114)           | (8,377)   |
| 706223                    | 9615 | Program Manager 1 |        | 1000 | 705401             | 0.12         | 11,649           | 3,458          | 2,496             | 17,603    |
| 706223                    | 9615 | Program Manager 1 |        | 1000 | 706202             | 0.05         | 4,993            | 1,482          | 1,070             | 7,545     |
| Total Current FY Changes: |      |                   |        |      |                    | 0.00         | (\$2,025)        | (\$603)        | (\$146)           | (\$2,774) |