



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

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.6 DATE 8/31/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/31/17
Agenda Item #: C.6
Est. Start Time: 9:30 am
Date Submitted: 8/2/17

Agenda Title: BUDGET MODIFICATION # NOND-02-18: Reclassifies a Program Specialist to Program Specialist Senior in the Office of Diversity and Equity

Requested Meeting Date: 8/31/2017 Time Needed: N/A

Department: 1000 - Nondepartmental - All Other Division: Office of Diversity and Equity

Contact(s): Ben Duncan

Phone: 988-9090 Ext. 89090 I/O Address 503/6

Presenter Name(s) & Title(s): Consent Calendar

General Information

1. What action are you requesting from the Board?

The Office of Diversity and Equity requests approval to reclassify a 0.80 FTE Program Specialist to a Program Specialist Senior as determined by Central Human Resources Classification Compensation unit.

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 is a management initiated reclass of the position due to the gradual increase in duties on large-scale projects acting as the subject matter expert. The purpose of this position is to lead, plan, and implement countywide projects on behalf of ODE and to act as a liaison between stakeholders to facilitate collaboration and ensure accountability. Other duties include arranging meetings, scheduling speakers, researching funding sources and developing grant proposals; reviewing RFP's and making recommendations to management. The change impacts program offer 10017A Office of Diversity and Equity.

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

The fiscal impact for the current year is \$15,767, with \$10,364 being for the increased position

costs in FY 2018 and \$5,403 for the effective date being retroactive to January 18, 2017. The current top step of the new classification (\$80,484) is \$13,077 higher than the current classification's top scale (\$67,407). Travel and Training expenditures will be reduced to cover the increase in personnel costs. Service reimbursement to the Risk Fund increases by \$494 for insurance related expenses. In subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

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?

Risk fund increases by \$494.

8. What do the changes accomplish?

Approval of a classification decision from the Central 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 a 0.80 FTE program specialist to a program specialist senior.

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 Marissa Madrigal /s/

Date: 8/2/2017

Dept. Director:

Budget Analyst: Adam Brown /s/

Date: 8/2/2017

Department HR: Kara Hill

Date: 7/24/2017

Countywide HR: Laura Sampson

Date: 7/21/2017

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: NOND-02-18

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	10017A-18	1000			707000	60000 - Permanent	485,500	492,981	7,481	
2	10017A-18	1000			707000	60130 - Salary Related Expns	157,544	159,933	2,389	
3	10017A-18	1000			707000	60140 - Insurance Benefits	125,644	126,138	494	
1000 Total										10,364
Total										10,364
4	10017A-18	1000	10-01		707000	60260 - Travel & Training	15,300	4,936	(10,364)	
1000 Total										(10,364)
10-01 Total										(10,364)
Program Offer Number 10017A-18 Total										0
5	72020-18	3500	72-80		705210	50316 - Svc Rmb Med/Dental	(79,686,362)	(79,686,856)	(494)	
6	72020-18	3500	72-80		705210	60330 - Claims Paid	5,969,111	5,969,605	494	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-18 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: NOND-02-18

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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
718278	6021	Program Specialist	64644	1000	707000	(0.80)	(46,966)	(15,001)	(18,700)	(80,667)
718278	6088	Program Specialist/Sr	64644	1000	707000	0.80	54,447	17,390	19,194	91,031
Total Annualized Changes:						0.00	\$7,481	\$2,389	\$494	\$10,364

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				
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Total Current FY Changes:						0.00	\$7,481	\$2,389	\$494	\$10,364