



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST CONTINGENCY REQUEST

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date: 11/29/12
Agenda Item #: R.3
Est. Start Time: 9:50 am
Date Submitted: 11/14/12

Agenda Title: **BUDGET MODIFICATION DCA-05, converting 1.0 FTE IT Trainer position to regular from limited duration.**

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: November 29, 2012 **Time Needed:** 5 minutes
Department: County Assets **Division:** Admin Hub
Contact(s): Julie Neburka
Phone: 988-3312 **Ext.** 27351 **I/O Address:** 503/4
Presenter Name(s) & Title(s): Wayne Scott, DCM Talent Development Manager and Tracey Massey, IT Manager, Senior

General Information

1. What action are you requesting from the Board?

The department is requesting board approval of budget modification DCA-05, converting an existing limited-duration position to an ongoing, regular position reporting to DCM's Talent Development team.

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.

Last year Talent Development, which is charged with leading training and organizational development activities, provided over 200 trainings to over 4,000 employees. *Particularly high is the demand for technology training.* We know that simply installing innovative technology applications on a County work station and having employees see a bright new icon will not ensure that employees use it appropriately or maximize all its functions.

For the past three years, DCA's IT Division has been funding two positions that provide classroom training to assist employees to understand and make full use of technologies such as Google apps, Moodle, Drupal, and Microsoft Office Suite, in addition to technology

applications that are specific to departments. One Technology Training and Development Specialist position is permanent and one is limited duration.

In addition to working with employees in the classroom, Technology Training and Development Specialist develop what are called e-learnings, which are short video trainings that employees can access any time, anywhere through the intranet, as well as communications and “cheat sheets” to help employees adjust to changes in software. (So when Google recently switched from Google Documents to Google Drive, they helped develop a “cheat sheet” so that employees would understand and adjust to the change.)

Our second technology training and development specialist is currently a limited duration position. We anticipate a steady and unrelenting demand for technology training and e-learnings over the next few years as we support staff in the Office of Information technology with the roll-out of new technologies. We are requesting that this second position be made permanent so that we can meet that demand.

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

There is no fiscal impact in the current year, as the IT budget contains funding for a limited-duration position for this purpose for a full year. Funding for the position is included in the IT rates, which is expected to be ongoing for FY 2014 and beyond.

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

None.

5. Explain any citizen and/or other government participation that has or will take place.

None.

Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**
None.
- **What budgets are increased/decreased?**
This change is budget neutral.
- **What do the changes accomplish?**
This change adds an ongoing, full-time regular position to the IT Fund's budget.
- **Do any personnel actions result from this budget modification? Explain.**
This position is currently filled.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**
This position is budgeted in the IT Fund.
- **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?**
It is expected that funding for this position will continue to be recovered via IT rates.

- 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 (i.e. cash match, in kind match, reporting requirements etc)?

N/A

Contingency Request

If the request is a Contingency Request, please answer all of the following in detail:

- Why was the expenditure not included in the annual budget process?
- What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?
- Why are no other department/agency fund sources available?
- Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. What are the plans for future ongoing funding?
- Has this request been made before? When? What was the outcome?

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. If it is a General Fund Contingency Request, a memo from the Budget Office must be submitted.

Required Signatures

Elected Official
or Dept Director:



Date: 11-14-12

Budget Analyst:



Date: 11-14-12