



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

Board Clerk Use Only

Meeting Date: 4/3/14
 Agenda Item #: C.3
 Est. Start Time: 9:30 am
 Date Submitted: 3/24/14

Agenda Title: **BUDGET MODIFICATION DCM-10 Reclassifying an Office Assistant Senior to an Office Assistant 2 as determined by Central Human Resources Classification Compensation unit.**

Requested Meeting Date: _____ **Time Needed:** Consent
Department: County Management **Division:** Finance & Risk Mgmt.
Contact(s): Julie Neburka
Phone: 988-7580 **Ext.** 87580 **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 DCM-10 reclassifying an Office Assistant Senior to an Office Assistant 2.

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 a Class/Comp decision on a classification request initiated by management. The duties of this position have been re-evaluated and the current focus is to provide administrative and clerical support to the Chief Financial Officer and the Finance and Risk Management division. Class/comp reviewed the submitted job duties and description and concluded that Office Assistant 2 was the best fit for the position. The change impacts Program Offer 72003 FRM Chief Financial Officer.

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

This position is funded within existing resources. On-going personnel cost will decrease over time as the pay scale for an Office Assistant 2 is lower than an Office Assistant Senior.

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

N/A

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

N/A

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).

N/A

- What budgets are increased/decreased?

N/A

- What do the changes accomplish?

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

- Do any personnel actions result from this budget modification? Explain.

Yes, reclassification of an Office Assistant Senior to an Office Assistant 2.

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

N/A

- 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

- 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

NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official

or Dept Director: Karyne Kieta \s\ **Date:** 3/24/14

Budget Analyst: Ching Hay \s\ **Date:** 3/24/14