



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

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

### Board Clerk Use Only

Meeting Date: 6/16/16

Agenda Item #: C.2

Est. Start Time: 9:30 am

Date Submitted: 6/1/16

Agenda Title: **BUDGET MODIFICATION # DCM-15-16: Reclassify Finance Specialist Senior to Contract Specialist Senior in the Dept of County Management**

Requested Meeting Date: June 16, 2016

Time Needed: \_\_\_\_\_

Department: 72 - County Management

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

Contact(s): Debra Anderson and Randy Walruff

Phone: 503-988-6355

Ext. 86355

I/O Address 503/1

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

### General Information

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

Approval of reclassification #3407, as recommended by the Class Comp section of Central HR. This position is currently a Finance Specialist Senior and is being reclassified to a Contract Specialist Senior in the Administration and Business Services section of DART, with an effective date of May 25, 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 DART Administration and Business Services in DCM (Program Offer 72023) is submitted for a reclassification from a Finance Specialist Senior to Contract Specialist Senior. DART has assumed business services support for the Dept of County Management that requires a higher level of complex contracting and purchasing expertise to support the business and operational requirements of DCM divisions and programs, who provide county-wide corporate business functions with countywide impacts, and also functions of the county assessor, tax collector and county clerk.

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

This action will increase the salary and benefits for this position by \$4,751 for fiscal year 2016. The

increase will be covered within budgeted resources, by decreasing the line item for Software License and Maintenance (60290) in Program Offer 72028-16. The Risk Fund increases by \$244.

**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 increases by \$244 due to personnel budget changes.

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

The Risk Fund increases by \$244.

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

Reclassification of a Finance Specialist Senior to a Contract Specialist Senior, effective May 25, 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:** 5-31-16

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

**Date:** 6-1-16

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

**Date:** 5-31-16

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

**Date:** 5-31-16

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-15-16

### 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	(71,434,448)	(71,434,692)	(244)	
2	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	7,928,953	7,929,197	244	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-16 Total										0
3	72023-16	1000	72-30	0020	706201	60000 - Permanent	716,039	719,394	3,355	
4	72023-16	1000	72-30	0020	706201	60130 - Salary Related Expns	234,452	235,604	1,152	
5	72023-16	1000	72-30	0020	706201	60140 - Insurance Benefits	176,922	177,166	244	
1000 Total										4,751
72-30 Total										4,751
Program Offer Number 72023-16 Total										4,751
6	72028-16	1000	72-30	0020	706202	60290 - Software Lic / Maint	28,508	23,757	(4,751)	
1000 Total										(4,751)
72-30 Total										(4,751)
Program Offer Number 72028-16 Total										(4,751)

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-15-16

### 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
704780	6031	Contract Specialist/Sr		1000	706201	1.00	78,606	26,994	19,854	125,454
704780	6032	Finance Specialist/Sr		1000	706201	(1.00)	(58,474)	(20,080)	(18,391)	(96,945)
Total Annualized Changes:						0.00	\$20,132	\$6,914	\$1,463	\$28,509

### 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
704780	6031	Contract Specialist/Sr		1000	706201	0.17	13,101	4,499	3,309	20,909
704780	6032	Finance Specialist/Sr		1000	706201	(0.17)	(9,746)	(3,347)	(3,065)	(16,158)
Total Current FY Changes:						0.00	\$3,355	\$1,152	\$244	\$4,751