



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

Board Clerk Use Only

Meeting Date: 9/6/12
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 8-9-12

Agenda Title: BUDGET MODIFICATION # DCS-02 Reclassifying a Principal Planner Position to an Planner/Senior as Determined by the Class/Comp Unit of Central Human Resources

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date: August 30, 2012
Department: Community Services
Contact(s): Jerry Elliott
Phone: 503.988.4624 **Ext.** 84624 **I/O Address:** 455/2/224
Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

The Department is requesting the Board approve a budget modification for the reclassification of a Principal Planner to a Planner/Senior in the Land Use and Transportation Planning division as determined by the Class/Comp Unit of Central Human Resources.

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.

During span of control discussions, it was decided the organization could be more effective if this Principal Planner position no longer was in a supervisory classification. Supervisory responsibilities were removed from the job description and a request was submitted by management to the Class/Comp unit of Central Human Resources to determine the appropriate classification of the newly described position. It was determined that it best fit the Planner/Senior classification. The incumbent chose to leave the position so this position is being reclassified as a vacant position. This budget modification will change the budget to correctly classify this position.

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

No impact in the current fiscal year since there is significant overlap in the salary ranges of the two positions. In future years there could be a cost savings based on lower maximum salary in the Planner/Senior position.

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?**

None due to the significant overlap in the salary ranges of the two positions.

- **What do the changes accomplish?**

This budget modification implements the results of the position classification as determined by the Class/Comp unit of Central Human Resources

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

None, the position is currently vacant.

- **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

<i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i>
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Required Signature

**Elected Official
or Dept Director:
Budget Analyst**

M. Cecilia Collier /s/

Date: 8/9/12

Department HR

Ching Hay /s/

Date: 8/9/12

Cynthia Trosino /s/

Date: 8/9/12

Countywide HR

Joi Doi /s/

Date: 8/9/12