



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCS-07-17: Reclassification of a Finance Specialist 1 to an Office Assistant Senior position

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent Calendar

**Department:** 91 - Community Services **Division:** Transportation

**Contact(s):** Michael Grimmatt

**Phone:** 503.988.7461 **Ext.** \_\_\_\_\_ **I/O Address** 446/1

**Presenter Name(s) & Title(s):** N/A (Consent Calendar)

## General Information

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

The Department of Community Services is requesting the Board approve a budget modification DCS-07-17 for Transportation's Bridge Services as determined by the Classification Compensation (Class Comp) Unit of Central Human Resources. The study performed by Class Comp was conducted with the current employee in the position.

### 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.

The Department of Community Services financial operations were centralized to the Yeon Building in FY 2016. This position was retained to provide administrative support to Bridge Services. The removal of financial duties triggered the need for a review of the job classification.

The new purpose of this position is to provide a variety of complex clerical office support duties for the administrative functions within the Bridge section of the Transportation division in the areas of office management, special projects, event management and clerical support.

Management requested the Class Comp Unit of Central Human Resources review the position classification. The job description was submitted to Central Human Resources to determine the appropriate classification of this position. Class Comp determined that the Office Assistant Senior was the appropriate classification for the duties assigned.

The position (702490) is currently budgeted as a Finance Specialist 1. The budget modification detail sheets will delete the Finance Specialist 1 classification and create the Office Assistant Senior classification in Bridge Services in response to Class Comp's decision.

The changes impact program offer 91015A-17 Bridge Services Program.

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

The reclassification of position 702490 to an Office Assistant Senior will be budget neutral in the current year.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step and merit increases in accordance with collective bargaining agreements and county personnel rules. Increased costs will be funded within the Transportation Bridge Division budget.

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

N/A

**5. Explain any citizen or other government participation.**

N/A

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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).**

No change in revenues

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

These changes will not affect the Community Services Department's total FTE.

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

This budget modification implements the results of the position reclassification as determined by the Class Comp Unit of Central Human Resources.

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

Reclassify a 1.00 FTE Finance Specialist 1 to a 1.00 FTE Office Assistant Senior, position 702490, in the Transportation Bridge Services Division of the Community Services Department. Class Comp approved with an effective date of August 05, 2015 (Request #3503).

**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)?

Position funded through County Transportation Bridge Fund.

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**Required Signature**

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Elected Official or Dept. Director:	_____	Date:	_____
Budget Analyst:	_____	Date:	_____
Department HR:	_____	Date:	_____
Countywide HR:	_____	Date:	_____