



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C.1 DATE 12-3-15  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 12/3/15  
Agenda Item #: C.1  
Est. Start Time: 9:30 am  
Date Submitted: 10/20/15

**Agenda Title: BUDGET MODIFICATION # DCA-10-16: Reclassify an Engineer 3 to a Facilities Specialist 2 in County Assets Facilities Division**

Requested Meeting Date: December 3, 2015 Time Needed: NA - Consent

Department: 78 - County Assets Division: \_\_\_\_\_

Contact(s): Lisa Whedon and Jen Unruh

Phone: 988-7580 and 988-2418 Ext. \_\_\_\_\_ 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 of County Assets requests Board approval of budget modification DCA-10-16 reclassifying a 1.00 FTE Engineer 3 position to a Facilities Specialist 2 in the Facilities and Property Management (FPM) Division.

#### 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 request implements Classification and Compensation recommendation #3132 to reclassify a vacant 1.00 FTE Engineer 3 position to a Facilities Specialist 2 to better meet the Division's project management needs. Since the original classification, management has determined that a different body of work from that performed by and Engineer 3 is necessary to support the strategic plan in managing small projects. The affected program offers are 78013-16 Facilities Capital Engineering, 78004 -16 Facilities Operations and Maintenance and 72020-16 Central HR Employee Benefits.

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

There is no net fiscal impact of this budget modification on DCA's budget, as the decrease in permanent personnel costs of \$23,619 associated with the reclassification will be offset by a like increase in the division's temporary personnel cost budget.

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

NA

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

NA

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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).**

NA

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

There is a neutral impact to DCA's budget - permanent personnel costs decrease by \$23,619 and temporary personnel costs increase by the same amount. Budgeted service reimbursement to the Risk Management fund will decrease \$1,260.

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

These changes implement the Classification Compensation decision to reclassify an Engineer 3 to a Facilities Specialist 2.

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

Yes. These changes implement the Classification Compensation decision to reclassify an Engineer 3 to a Facilities Specialist 2.

**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:** Sherry Swackhamer /s/

**Date:** 10/19/15

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

**Date:** 11/10/15

**Department HR:** Prudence Veach /s/

**Date:** 10/20/15

**Countywide HR:** Karie Miller /s/

**Date:** 10/19/15

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCA-10-16

### 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	(71,021,369)	(71,020,109)	1,260	
2	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	7,515,874	7,514,614	(1,260)	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-16 Total										0
3	78004-16	3505	78-50	0020	902201	60100 - Temporary	12,629	36,248	23,619	
3505 Total										23,619
78-50 Total										23,619
Program Offer Number 78004-16 Total										23,619
4	78013-16	3505	78-505	0020	902212	60000 - Permanent	388,436	371,062	(17,374)	
5	78013-16	3505	78-505	0020	902212	60130 - Salary Related Expns	119,366	114,381	(4,985)	
6	78013-16	3505	78-505	0020	902212	60140 - Insurance Benefits	84,770	83,510	(1,260)	
3505 Total										(23,619)
78-505 Total										(23,619)
Program Offer Number 78013-16 Total										(23,619)

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCA-10-16

### 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
716672	6017	Facilities Specialist 2	716574	3505	902212	1.00	60,212	17,275	18,517	96,004
716672	6311	Engineer 3	716574	3505	902212	(1.00)	(83,377)	(23,921)	(20,197)	(127,495)
Total Annualized Changes:						0.00	(\$23,165)	(\$6,646)	(\$1,680)	(\$31,491)

### 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
716672	6017	Facilities Specialist 2	716574	3505	902212	0.75	45,159	12,956	13,888	72,003
716672	6311	Engineer 3	716574	3505	902212	(0.75)	(62,533)	(17,941)	(15,148)	(95,622)
Total Current FY Changes:						0.00	(\$17,374)	(\$4,985)	(\$1,260)	(\$23,619)