



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 # DCA-09-17: Reclassify Manager 2 position to Program Supervisor in DCA Facilities & Property Management

Requested Meeting Date: _____

Time Needed: Consent Agenda

Department: 78 - County Assets

Division: Facilities & Property Management

Contact(s): Lisa Whedon

Phone: 503-988-7580 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 of County Assets is requesting Board approval of budget modification DCA-09-17 reclassifying a Vacant Manager 2 position (714564) JCN 9364 in Program Offer 78210-17, Facilities Strategic Planning and Projects to a new Program Supervisor position JCN 9361 in Program Offer 78200-17, Facilities Director's Office Moves, Adds, and Changes Program (MAC).

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 Class Comp decision # 3542 a position reclassification initiated by management. The vacant Manager 2 position in the Facilities & Property Management division of the Department of County Assets is requested for re-classification as a Program Supervisor to support the expanding Capital Improvement Projects. This position will provide leadership and supervisory oversight to the MAC Program and staff.

The position will be responsible for providing program direction; assessing program service needs; supervising, planning, and organizing the MAC team to deliver professional project management services; establishing administrative and budgetary controls over program operations; creating, implementing, and monitoring performance measures; developing and managing the annual operating budget; monitoring and ensuring accurate inventory control systems; taking corrective

action to resolve customer complaints and escalating issues when necessary; supervising and motivating staff; assessing and recommending training; creating succession plans; establishing schedules; resolving staff conflicts and implementing disciplinary procedures; developing and implementing policies or procedures to increase operational effectiveness; and preparing reports and special studies as needed.

An analysis of the Program Coordinator, Program Specialist Senior, and Program Supervisor classifications was performed before making an allocation decision: The duties, responsibilities and qualifications support this position be allocated to Program Supervisor (9361).

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

Personnel expenses are expected to decrease \$22,139. in FY17.

The current top step of the new classification is 17.5% less than the top step of the original position.

This personnel cost reduction will be offset by an increase in the Training cost element 60260.

The Fund balance is not changed. In subsequent fiscal years the reclassified position will be subject to the approved cost of living adjustments (COLA). The financial impact of the new classification will be funded within the ongoing department's budget.

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

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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).

As a result of the decrease in personnel cost the Risk Management program offer 72020-17 revenue decreases by \$1,155.

7. What budgets are increased/decreased?

This re-classification results in a decrease to the Risk Management fund by \$1,155.

8. What do the changes accomplish?

Approval of reclassification from the Human Resources Classification Compensation unit will best reflect the department need and duties of the position.

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

Yes, reclassification of position #714564 Manager 2 (JCN 9364) in Program Offer 78210-17 to Program Supervisor (JCN 9361) in program offer 78200-17.

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)?

NA

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____