



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 3/19/15  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 3/19/15  
Agenda Item #: C.1  
Est. Start Time: 9:30 am  
Date Submitted: 2/27/15

**Agenda Title: BUDGET MODIFICATION # DCM-11-15: Reclassifying an Administrative Assistant to an Administrative Specialist/NR in DART Administration**

Requested Meeting Date: March 19, 2015 Time Needed: Consent calendar

Department: 72 - County Management Division: Division of Assessment, Recording & Taxation

Contact(s): Randy Walruff (Shaun Coldwell)

Phone: 503-988-4668 Ext. 84668 I/O Address 503/1

Presenter Name(s) & Title(s): Not applicable

### General Information

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

The department is requesting Board approval of budget modification DCM-11-15 reclassifying an Administrative Assistant to an Administrative Specialist/NR in the DART Administration program.

#### 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 a Class/Comp decision on a classification request initiated by management (request# 2733). This is reclassifying an existing position in the FY 2015 adopted budget. The duties of this new position have been evaluated and best reside under the non-represented classification-Administrative Specialist. DART's Director has taken on numerous projects, committees, and the president role for the state assessor's association, thus creating the support and need for an Administrative Specialist (NR) position. This position is located in the Business Services and Division Support workgroup with a dual reporting line to the Director and Business Services Manager. The position is currently filled.

The changes impact program offer 72023-15 Div of Assessment, Recording & Taxation Administration

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

This position is funded within existing resources (100% in General Fund). The reclassification request is adjusting pay retroactive to July 1, 2015 in the amount of \$1,925. The difference in salary and benefits is being offset by a decrease in the supplies budget. Future increases will be absorbed by DART.

**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).**

Revenue is being changed in the Insurance Fund in the amount of \$72.

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

Program offer 72023-15 will show an increase in the personnel budgets and a decrease in the supplies budget of \$1,925. The Insurance Fund will show an increase to the revenues and expenses for the benefits adjustment, in the amount of \$72.

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

This action reclassifies an Administrative Assistant to an Administrative Specialist/NR, with an adjustment to the pay.

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

Reclassification of position 706112, according to the recommendations by the Class Comp Unit on request #2733.

**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:** Karyne Kieta /s/

**Date:** 2/27/15

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

**Date:** 2/27/15

**Department HR:** Patsy Moushey /s/

**Date:** 2/24/15

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

**Date:** 2/24/15

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCM-11-15

**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	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(67,728,774)	(67,728,846)	(72)	
2	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	4,732,331	4,732,403	72	
<b>3500 Total</b>										<b>0</b>
<b>72-80 Total</b>										<b>0</b>
<b>Program Offer Number 72020-15 Total</b>										<b>0</b>
3	72023-15	1000	72-30	0020	706201	60000 - Permanent	510,409	511,397	988	
4	72023-15	1000	72-30	0020	706201	60130 - Salary Related Expns	168,338	169,203	865	
5	72023-15	1000	72-30	0020	706201	60140 - Insurance Benefits	121,916	121,988	72	
6	72023-15	1000	72-30	0020	706201	60240 - Supplies	40,000	38,075	(1,925)	
<b>1000 Total</b>										<b>0</b>
<b>72-30 Total</b>										<b>0</b>
<b>Program Offer Number 72023-15 Total</b>										<b>0</b>

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCM-11-15

**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
706112	6054	Administrative Assistant	61795	1000	706201	(1.00)	(53,046)	(17,442)	(17,998)	(88,485)
706112	9634	Administrative Specialist/Nr	61795	1000	706201	1.00	54,034	18,307	18,069	90,410
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>\$988</b>	<b>\$865</b>	<b>\$72</b>	<b>\$1,925</b>

**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
706112	6054	Administrative Assistant	61795	1000	706201	(1.00)	(53,046)	(17,442)	(17,998)	(88,485)
706112	9634	Administrative Specialist/Nr	61795	1000	706201	1.00	54,034	18,307	18,069	90,410
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>\$988</b>	<b>\$865</b>	<b>\$72</b>	<b>\$1,925</b>