



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.2 DATE 4/28/16  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 042816  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 041416

**Agenda Title:** BUDGET MODIFICATION # DCA-23-16: Reclass Facilities Specialist 2 to a Facilities Specialist 3 in the Department of County Assets

**Requested Meeting Date:** April 28, 2016 **Time Needed:** Consent Calendar

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

**Contact(s):** Lisa Whedon and Jen Unruh

**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 is requesting approval of budget modification DCA-23-16 reclassifying a Facilities Specialist 2 to a Facilities Specialist 3.  
Position # 704119 Program Offer 78002-16

#### 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 3330; a reclassification requested by the employee. The analysis of the Facilities Specialist 2 (FS2) and Facilities Specialist 3 (FS3) was performed by Class/Comp before making an allocation decision. The FS2 position under review includes duties and responsibilities that involve greater depth and scope, technical knowledge, and complexity of duties than is required of this classification. Therefore, this classification is not a good match. The duties, responsibilities and qualifications support that this position best fits the FS3 classification.

No impact to Program Offer 78002-16

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

Personnel expenses are expected to remain the same for FY16. The current top step of the new FS3 classification is 9.3% higher than the current top step of the FS2 classification. It is

anticipated in subsequent fiscal years the financial impact of the new classification will be funded within the department's 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).**

N/A

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

N/A

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

Approval of this classification decision from the Facilities Specialist 2 to Facilities Specialist 3 best reflects the duties of the position.

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

Yes, reclassification of a Facilities Specialist 2 to Facilities Specialist 3

**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)?**

N/A

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**Required Signature**

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**Elected Official or  
Dept. Director:** Sherry Swackhamer /s/

**Date:** 4/12/16

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

**Date:** 4/14/16

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

**Date:** 4/14/16

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

**Date:** 4/12/16

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCA-23-16

### 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	78002-16	3505	78-50	0020	902085	60000 - Permanent	224,089	224,089	0	
2	78002-16	3505	78-50	0020	902085	60130 - Salary Related Expns	73,049	73,049	0	
3	78002-16	3505	78-50	0020	902085	60140 - Insurance Benefits	58,702	58,702	0	
3505 Total										0
	78-50 Total									0
					Program Offer Number 78002-16 Total					0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCA-23-16

### 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
704119	6016	Facilities Specialist 3		3505	902085	1.00	67,746	19,436	19,063	106,246
704119	6017	Facilities Specialist 2		3505	902085	(1.00)	(69,082)	(19,820)	(19,160)	(108,062)
Total Annualized Changes:						0.00	(\$1,336)	(\$384)	(\$97)	(\$1,816)

### 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
704119	6016	Facilities Specialist 3		3505	902085	0.83	56,455	16,197	15,886	88,538
704119	6017	Facilities Specialist 2		3505	902085	(0.83)	(57,793)	(16,581)	(15,983)	(90,357)
Total Current FY Changes:						0.00	(\$1,338)	(\$384)	(\$97)	(\$1,819)