



Multnomah County Agenda Placement Request Budget Modification (FY 2018)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCA-01-19: FPM - Reclass Position 700697 from Facilities Specialist 2 to Facilities Specialist 3

Requested Meeting Date: _____ **Time Needed:** na - consent

Department: 78 - County Assets **Division:** _____

Contact(s): Lisa Whedon (x87580) and Jen Unruh (X87580)

Phone: _____ **Ext.** _____ **I/O Address** _____

Presenter Name(s) & Title(s): na - consent

General Information

1. What action are you requesting from the Board?

The Department of County Assets requests Board approval of budget modification DCA-01-2019 reclassifying position 700697 from Facilities Specialist 2 (6017) to Facilities Specialist 3 (6016), effective July, 2018 in program offer 78207-19 Facilities Moves, Adds and Changes (MACs).

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 affects program offer 78207-19 Facilities Moves, Adds and Changes (MACs). This vacant position in the Facilities and Property Management (FPM) division of the Department of County Assets is requested for reclassification from a Facilities Specialist 2 to a Facilities Specialist 3 to more effectively meet division needs. The position will be responsible for project development, planning, design, construction, move-in, and closeout phases in the Moves, Adds and Changes (MACs) group. A Class Comp analysis of the Facilities Specialist 3 and Facilities Specialist 2 positions was performed and the Facilities Specialist 3 position was determined to best meet program needs.

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

This reclassification is budget neutral. The current top step of the new classification is 9% greater than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. In future years the financial impact of the new classification will be offset within the division's operating budget.

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

na

5. Explain any citizen or other government participation.

na

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).

na

7. What budgets are increased/decreased?

The Department budget remains the same in all accounts. The current top step of the new classification is 9% greater than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. In future years the financial impact of the new classification will continue to be offset within the division's operating budget.

8. What do the changes accomplish?

Implementation of a Classification and Compensation decision to reclassify position 700697 from Facilities Specialist 2 to Facilities Specialist 3.

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

Yes. Position 700697 is reclassified from 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.

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

Required Signature

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

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____