



# 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 # DCM-06-15: Reclassifying Finance Technician to Finance Specialist 1 in Finance and Risk Management Program**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent

**Department:** 72 - County Management **Division:** \_\_\_\_\_

**Contact(s):** Cara Fitzpatrick

**Phone:** 503-988-7956 **Ext.** x87956 **I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** N/A

## General Information

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

The department is requesting board approval of budget modification DCM-06-15, reclassifying a Finance Technician to Finance Specialist 1 in Finance and Risk Management General Ledger Program (72004).

### 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 Request #2552. General Ledger is reorganizing in order to better align staffing to utilize existing positions more effectively. This position will be reconciling accounts, providing audit back up, monitoring capital outlay, and working on miscellaneous projects. This position is vacant at this time.

The change impacts program offer 72004-15. This reclassification has been approved by the Class Comp section with an effective date of 7/17/2014.

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

Due to the position being vacant, there is a net \$11,973 difference in cost for this reclassification.

### 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).**

No change in revenue.

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

There is a net \$11,973 difference in budget for this reclassification; these savings will be reallocated to supplies (60240).

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

This action will reclassify a position, according to the decision from Central Human Resources Classification Compensation Unit that best reflects the duties of this position.

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

Reclassification of a Finance Technician to Finance Specialist 1 in Finance and Risk Management General Ledger Program - program offer 72004-15.

**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:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_