



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-05-18: Reclassification of a Finance Specialist 1 to a Finance Specialist 2 in DCA Admin Hub Finance

Requested Meeting Date: _____ **Time Needed:** Consent Agenda

Department: 78 - County Assets **Division:** DCA Hub Finance Section

Contact(s): Lisa Whedon

Phone: 5039887580 **Ext.** 8-7580 **I/O Address** 503/04

Presenter Name(s) & Title(s): Consent Agenda

General Information

1. What action are you requesting from the Board?

The Department of County Assets is requesting Board approval of budget modification DCA-05-18 reclassifying Position #704756 Finance Specialist 1 (JCN6029) to Finance Specialist 2 (JCN 6030) in Program Offer 78102-18 (Administrative Hub Finance).

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 #3873 a reclassification initiated by management in the Administrative Hub of the Department of County Assets (DCA) is for reclassification of a filled position from a Finance Specialist 1 to a Finance Specialist 2 as a result of a gradual assumption of higher-level duties and responsibilities.

This position performs the primary accounts payable function for the Facilities and Property management division that requires a higher level of fiscal and contract oversight, auditing, and a thorough understanding of administrative procedures, ORS, and GAAP. Additional duties and responsibilities that were added to this position include monitoring of prime and sub-contractors pay applications for adherence to contract rates, terms, and conditions for capital construction projects, and partnering with and monitoring project owner representatives and county project managers to ensure compliance with county rules, laws, and procedures. The position is responsible for accounts payable and contract fiscal oversight including the processing and

auditing of pay applications; reviewing invoices for accuracy; verifying coding to correct budget accounts and general ledger accounts; obtaining manager approvals; matching all relevant backup material according to GAAP and county administrative procedures; auditing complex capital construction payment applications; reviewing billed labor and other rates, terms, and conditions for accuracy; implementing the capital construction audit system to ensure compliance; performing standard and non-standard fiscal transactions; recommending and assisting in implementing new systems and procedures; prioritizing invoice processing to avoid late fees and penalties; negotiating with vendors to resolve disputes and correct invoices; preparing and processing SAP transactions for 3-way match or direct pay method; making recommendations and assisting in creation of new work flow procedures; reconciling vendor monthly statements, analyzing information provided, and performing research to ensure all invoices are accounted for; preparing and processing journal entries and payments; creating and generating management reports; analyzing contracts and leases and making recommendations to management; and tracking service contracts and purchase orders.

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

Personnel expenses are expected to increase by \$2,736 in FY18. This will be off set by an decrease in travel and training expense cost element. 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.

As a result of the increase in personnel cost the Risk Management program offer 72020-18 increases by \$134.

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?

NA

8. What do the changes accomplish?

Implementation of a Classification and Compensation decision to reclassify Position #704756 Finance Specialist 1 (JCN6029) to Finance Specialist 2 (JCN 6030) in Program Offer 78102-18 (Administrative Hub Finance).

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

Yes. Upon Board approval position position #704756 Finance Specialist 1 (JCN6029) will be reclassified to a Finance Specialist 2 (JCN 6030)

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: _____