



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

### Board Clerk Use Only

Meeting Date: 12/20/12  
 Agenda Item #: C.3  
 Est. Start Time: 9:30 am  
 Date Submitted: 12/5/12

**BUDGET MODIFICATION # DCS-03 Reclassifying a Program Specialist Position to an Program Coordinator as Determined by the Class/Comp Unit of Central Human Resources**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	<u>December 20, 2012</u>	<b>Time Needed:</b>	<u>Consent</u>
<b>Department:</b>	<u>Community Services</u>	<b>Division:</b>	<u>Animal Services</u>
<b>Contact(s):</b>	<u>Jerry Elliott</u>		
<b>Phone:</b>	<u>503.988.4624</u>	<b>Ext.</b>	<u>84624</u>
		<b>I/O Address:</b>	<u>455/2/224</u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>N/A</u>		

### General Information

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

The Department is requesting the Board approve a budget modification for the reclassification of a Program Specialist to a Program Coordinator in the Animal Services division as determined by the Class/Comp Unit of Central Human Resources.

**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 is a new position in the FY13 Adopted Budget. It appears in the budget as a Program Specialist. The job description was submitted to the Class/Comp unit of Central Human Resources to determine the appropriate classification of this new position. It was determined that it best fit the Program Coordinator classification. This budget modification will change the budget to correctly classify this position.

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

No impact in the current fiscal year since the salary ranges of the two positions are the same.

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

None

5. Explain any citizen and/or other government participation that has or will take place.

None

**Budget Modification**

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

None

- **What budgets are increased/decreased?**

None, the salary ranges are the same for the old and new positions.

- **What do the changes accomplish?**

This budget modification implements the results of the position classification as determined by the Class/Comp unit of Central Human Resources

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

A person will be hired into this new position.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

- **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

- **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 (i.e. cash match, in kind match, reporting requirements etc)?**

N/A

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

**Required Signature**

<b>Elected Official or Dept Director:</b>	Jerry Elliott /s/	<b>Date:</b> 12/3/12
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<b>Budget Analyst:</b>	Ching Hay	<b>Date:</b> 12/3/12
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<b>Countywide HR:</b>		12/4/2012
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