



# 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-08-16: Reclassifying a Finance Supervisor to a Finance Manager in DCM/ DART Business Services

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

**Department:** 72 - County Management **Division:** Division of Assessment, Recording and Taxation

**Contact(s):** Randy Walruff

**Phone:** 503-988-4668 **Ext.** 84668 **I/O Address** 503/1

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

## General Information

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

Requesting approval of the reclassification of a Finance Supervisor to a Finance Manager as recommended by Class Comp on request #3156

### 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 position is within DART Business Services in the Division of Assessment, Recording and Taxation Administration Program #72023-16 in DCM and is submitted for a reclassification from a Finance Supervisor to a Finance Manager.

DART Business Services assumed responsibility for providing business services support for all DCM divisions and programs, including accounts payable, travel and training coordination, accounts receivable, grant accounting, purchasing, contracts administration, employee reimbursements, DCM timekeeping and Budget management /coordination. The position directs, manages, coordinates and evaluates the financial and business services functions for all DCM programs, and Administrative support functions for DART. The position provides highly complex and responsible management support to DART's Director and Deputy Director, serves as a member of the senior management team, assist in managing highly visible division projects, participates in development and implementation of division policies, strategic plans, and

administrative/financial support for DART operating programs. Duties include managing DART Business Services program in support of DCM divisions and programs, providing leadership, organizing and coordinating delivery of services, evaluating accounting and financial operations, developing and implementing objectives and priorities, directing procurement and contracts activities, developing and implementing service agreements, and supervising and evaluating professional finance and administrative staff. The position manages development of DART's Budget and coordinates development of the DCM Budget, performs grant management, directs and performs financial audits, prepares financial analysis documents and prepares annual audit and financial reports.

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

The salary and benefits from the reclassified position are to be covered within DCM DART's Administration program budget. The insurance fund is increased by \$1,484

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 23% higher than the current classification's top step, however it is anticipated that 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).**

Insurance fund revenue is increased by \$1484

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

Insurance Fund Claims budget is increased by \$1484

Reclassification within budgeted resources in Program Offers 72023-16, 72031-16, 72033-16 and 72034-16. An increase in budgeted costs for the position of \$29,183 in Program #72023-16 is offset by a reduction in Professional Services and Supplies within DART Program Offers #72023-16, 72031-16, 72033-16 and 72034-16.

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

Reclassification of a Finance Supervisor to a Finance Manager in DCM DART Business Services to provide support for DCM Programs.

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

Approve Class Comp reclassification recommendation #3156

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