



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-4 DATE 02/11/2010  
DEBORAH L. BOGSTAD, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 02/11/2010  
Agenda Item #: C-4  
Est. Start Time: 9:30 AM  
Date Submitted: 02/04/2010

## BUDGET MODIFICATION: NOND - 08

**BUDGET MODIFICATION NOND-08 Reclassifying One Position in**  
**Agenda Title: Information Technology, as Determined by the Class/Comp Unit of Central**  
**Title: Human Resources**

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

Requested Meeting Date:	<u>February 11, 2010</u>	Amount of Time Needed:	<u>N/A (Consent)</u>
Department:	<u>Non-Departmental</u>	Division:	<u>Information Technology</u>
Contact(s):	<u>Richard Martinez</u>		
Phone:	<u>(503) 988-4528</u>	Ext.	<u>84528</u>
	<u>I/O Address: 503/4</u>		
Presenter(s):	<u>N/A</u>		

## General Information

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

The Information Technology is requesting Board approval of a budget modification authorizing the reclassification of one position.

### 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.

Information Technology (IT) requests Board approval of a reclassification request for the following position.

Position Title (Old)	Position Title (New)	Position Number	FTE
Contract Specialist Sr	Admin. Analyst /Sr	TBD	No FTE Change

Information Technology requested the Central Class Compensation Unit to examine the duties of this position. The Admin Analyst/Sr will oversee the technical procurement for software and hardware products and services for the Information Technology Department. This position is also responsible for IT Contract Administration and Management.

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

The reclassification request is being accomplished within current resources for FY 2010. Ongoing expenses for this position will be recovered via standard service rates.

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

The reclassification, for which approval is sought in this request, has been reviewed by the Human Resources Division.

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

N/A

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## ATTACHMENT A

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### Budget Modification

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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).

N/A

- What budgets are increased/decreased?

N/A

- What do the changes accomplish?

Reclassification of one position.

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

Reclassification of one 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

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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## ATTACHMENT B

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**BUDGET MODIFICATION: NOND - 08**

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### Required Signatures

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**Elected Official  
or Department/  
Agency Director:**



**Date:** 02/04/2010

**Budget Analyst:**



**Date:** 02/04/2010

**Department HR:**

**Date:**

**Countywide HR:**



**Date:** 01/28/2010



NOND - 08

Budget Modification ID:

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2010

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit	Cost Center	WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
1	10-10	3503	79001	0020			709105		60000	562,979	562,979	0		Reclass Contract Spec Sr
2	10-10	3503	79001	0020			709105		60130	177,174	177,174	0		to Admin Analyst/Sr
3	10-10	3503	79001	0020			709105		60140	155,289	155,289	0		
4										0	0			
5										0	0			
6										0	0			
7	72-10	3500	75210	0020			705210		50316	0	0	0		
8	72-10	3500	75210	0020			705210		60330	0	0	0		
9										0	0			
10										0	0			
11										0	0			
12										0	0			
13										0	0			
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25										0	0			
26										0	0			
27										0	0			
28										0	0			
29										0	0			
												0	0	Total - Page 1
												0	0	GRAND TOTAL

**ANNUALIZED PERSONNEL CHANGE**Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
3503	6031	61307	709105	Contract Specialist Sr	TBD	(1.00)	(64,958)	(20,443)	(16,178)	(101,579)
3503	9005	61307	709105	Admin. Analyst/Sr	TBD	1.00	64,958	20,443	16,178	101,579
										0
										0
										0
										0
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										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
3503	6031	61307	709105	Contract Specialist Sr	TBD	(0.33)	(21,653)	(6,814)	(5,393)	(33,860)
3503	9005	61307	709105	Admin. Analyst/Sr	TBD	0.33	21,653	6,814	5,393	33,860
										0
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										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0





Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone  
(503) 988-3009 Fax

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To: Richard Martinez, IT-Nondepartmental, IT Finance Supervisor, ext. 84528  
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4)  
Date: January 14, 2010  
Subject: Reclassification Request #1375 (New Contract Specialist Senior)

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We have completed our review of your request and the decision is outlined below.

**Request Information:**

Date Request Received: December 17, 2009  
Current Classification: n/a  
Job Class Number: n/a  
Pay Grade: n/a

Position Number: TBD  
Requested Classification: Contract Specialist Senior  
Job Class Number: 6031  
Pay Grade: 31

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Request is: ☐ Approved as Requested  
☒ Approved - Revised  
☐ Denied

Effective Date: January 14, 2010

Allocated Classification: Admin. Analyst/Senior  
Pay Range: \$47,344.61 - \$66,281.33 annually

Job Class Number: 9005  
Pay Grade: 123

**Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.**

**Position Information:**

☒ Vacant - see New/Vacant Section  
☐ Filled & incumbent reclassified - see Employee Information Section  
☐ Filled & incumbent not reclassified with position - see New/Vacant Section

**New/Vacant Position Information:**

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

**Reason for Classification Decision:**

This new position will oversee the technical procurement for software and hardware products and services for the Information Technology Department. This will include supervising a software Procurement Analyst/Senior; reviewing and negotiating contracts; finalizing technical aspects of software licensing; vendor agreements for hardware and software products and services; and other related administrative contractual or procurement needs. The essential job functions include contract development and coordination; contract monitoring and support; fiscal support of administrative processes; and interdivisional and/or intergovernmental agreements (IGAs).

Contract Specialist Senior is responsible for contract management coordination and development of county-wide policy in the area of procurement and contract management. The Contract Specialist Senior is distinguished from Contract Specialist in that it provides lead direction to other Contract Specialists.

Administrative Analyst/Senior performs a variety of advanced professional administrative and/or technical support activities within a division or department in the areas of contracts management, information management, finance, purchasing, and other related services and functions. This advanced journey-level class is distinguished from other classes by the level of responsibility assumed and the complexity of duties assigned. Administrative Analysts/Senior perform the most difficult and responsible types of duties including exercising direct supervision over professional and/or technical staff.

This new position will be responsible for advanced professional administrative and technical activities involved with procurement of hardware and software products and services for the IT Department. The responsibilities will include contracts management, information management, purchasing and other related areas. It will supervise one technical position (Procurement Analyst/Senior). These tasks and functions best fit the Administrative Analyst/Senior (9005) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22342.

cc: Karin Lamberton, HR Manager  
Leola Warner & Jacqueline Burns, HR Maintainers  
Class Comp File Copy