



**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 # DCM-03-18: Reclassification of an A&T Technician 2 to a Property Appraiser 1 in DCM DART

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

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

**Contact(s):** Debra Anderson and Michael Vaughn

**Phone:** 503-988-6355 **Ext.** 86355 **I/O Address** 503/2

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

**General Information**

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

Approval of reclassification #3878, as recommended by the Class Comp section of Central HR, for position 718889. An A&T Technician 2 is being reclassified to an Appraiser 1 effective October 6, 2017.

**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 vacant position in the Department of County Management's Division of Assessment, Recording and Taxation (DART) is requested for reclassification from an A & T Technician 2 to a Property Appraiser 1 to provide entry-level appraisal work. The reclassified position will assist in the description, classification, and estimation of property values for industrial properties, machinery and equipment, personal property, leasehold improvements, and participate in the preparation of related cases for appeals.

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

This action increases the salary and benefits of position 718889 in Program Offer 72032 by \$4,276 for fiscal year 2018, offset by a reduction in materials and supplies. The top range of the new classification is 9.2% higher than the current classification. It is anticipated that in subsequent fiscal years the financial impact of the reclassification will be covered within existing resources.

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

None

**5. Explain any citizen or other government participation.**

None

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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).**

Risk Fund increases by \$219 due to personnel budget changes.

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

The Risk Fund increases by \$219 due to personnel budget changes.

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

Reclassification.

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

NA

**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

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