



# 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 # DCA-18-17: Reclass IT Information Specialist 2 to Information Specialist 3**

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

**Department:** 78 - County Assets **Division:** Information Technology

**Contact(s):** Lisa Whedon

**Phone:** 503-988-7580 **Ext.** 87580 **I/O Address** 503/4

**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-18-17 reclassifying a Information Specialist 2 position (704155) (6416) Program Offer 78304-17 IT Telecommunications Services, to a Information Specialist 3 position (6417).

### 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 #3625 a reclassification initiated by management. This management-initiated request is for reclassification of a filled position from an Information Specialist 2 to an Information Specialist 3 as a result of a gradual assumption of higher level duties and responsibilities that have occurred over the last year. The migration to the Cisco Call Manager and the Unified Contact Center Enterprise (UCCE) platforms introduced greater complexity and enhanced capability into the environment which then created the need for higher level skills and elevated roles to analyze, plan, develop, and implement voice solutions for customers.

An analysis of the Information Specialist 2, Information Specialist 3, and Information Technology job classifications was performed before making an allocation decision: The duties, responsibilities and qualifications support this position is allocated to Information Specialist 3 (6417).

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

Personnel expense is expected to remain budget neutral in FY17. The original Information Specialist 2 position at step 8 is the same as the reclassified Information Specialist 3 at step 4.

The current top step of the new classification is 12.69% greater than the top step of the original position.

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.

**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).**

No changes

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

No changes

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

Approval of reclassification from the Human Resources Classification Compensation unit will best reflect the duties of the position.

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

Yes, reclassification of position #704155- Information Specialist 2 (JCN 6416) to Information Specialist 3 (JCN 6417) in program offer 78304-17.

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