



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

Board Clerk Use Only

Meeting Date: 12/5/13
Agenda Item #: C.2
Est. Start Time: 9:30 AM
Date Submitted: 11/19/13

**BUDGET MODIFICATION DCM-06 Reclassifying a Human Resource Analyst 2
to a Human Resource Analyst Senior as determined by Central Human
Resources Classification Compensation unit.**

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: Next Available
Department: County Management
Contact(s): Julie Neburka
Phone: 988-7580 Ext. 87580 I/O Address: 503/4
Time Needed: Consent
Division: Human Resources
Presenter Name(s) & Title(s): N/A - Consent

General Information

1. What action are you requesting from the Board?

The department is requesting board approval of budget modification DCM-06 reclassifying a Human Resource Analyst 2 to a Human Resource Analyst Senior.

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 a Class/Comp decision on a classification request initiated by management. Work assignments have evolved over time and have become more complex due to various changes as a result of the Health Care Act and new IRS guidelines. Class/comp reviewed the submitted job duties and description and concluded that Human Resource Analyst Senior was the best fit for the position. The change impacts program offer 72020 Central HR Employee Benefits.

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

Personnel cost will increase by \$3,628 and travel & training will decrease by a like amount. On-going cost will be covered with existing program resources.

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

N/A

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

N/A

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).

N/A

- What budgets are increased/decreased?

The Risk Fund budget is increased by \$191 due to a service reimbursement increase from this action.

- What do the changes accomplish?

Approval of classification decision from Central Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes, reclassification of a Human Resource Analyst 2 to a Human Resource Analyst Senior.

- 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

<i>NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i>
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Required Signatures

Elected Official

or Dept Director:

Karyne Kieta \s\

Date: 11/14/2013

Budget Analyst:

Ching Hay \s\

Date: 11/14/2013