



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST CONTINGENCY REQUEST

(Revised: 8/18/11)

### Board Clerk Use Only

Meeting Date: 5/31/12  
Agenda Item #: C.3  
Est. Start Time: 9:30 am  
Date Submitted: 5/23/12

**Agenda Title:** **BUDGET MODIFICATION DCM-10 Reclassifying nine positions as determined by Central Human Resources Classification Compensation unit.**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

**Requested Meeting Date:** May 31, 2012 **Time Needed:** Consent Calendar  
**Department:** County Management **Division:** DART  
**Contact(s):** Julie Neburka  
**Phone:** 988-3312 **Ext.** 27351 **I/O Address:** 503/4  
**Presenter Name(s) & Title(s):** N/A

### General Information

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

The department is requesting board approval of budget modification DCM-10 reclassifying nine positions in Division of Assessment, recording and Taxation (DART).

#### 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 decisions on nine reclassification requests initiated by management. Class/Comp reviewed the submitted job duties and descriptions and decided the appropriate classification for the positions. The division is under going a reorganization resulting in different staffing requirements to best meet the operational needs of the units and increasing management span of control. This modification impacts program offers 72037 DART Customer Service, 72038 DART County Clerk Function, 72044 DART Personal Property Assessment, 72045 DART Property Assessment Industrial, 72046 DART Commercial Property Appraisal, 72047 DART Residential Property Appraisal, and 72049 DART Data Operations.

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

There is no fiscal impact for the current year. The positions are on going and are included in the FY 13 budget.

**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?**

N/A

- **What do the changes accomplish?**

Approval of classification decision from Human Resources Class/Comp unit that best reflects the duties of the positions.

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

Yes, two Property Appraiser 1 positions are reclassified to Property Appraiser 2, one Data Entry Verification position is reclassified to an Office Assistant 2, one A&T Tech 1 is reclassified to an A&T Tech 2, two Program Supervisor's are reclassified to Property Appraiser 2's, and three A& Tech 1's are reclassified to Property Appraiser 2.

- **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

---

### **Contingency Request**

---

If the request is a **Contingency Request**, please answer **all** of the following in detail:

- **Why was the expenditure not included in the annual budget process?**
- **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- **Why are no other department/agency fund sources available?**

- Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. What are the plans for future ongoing funding?
- Has this request been made before? When? What was the outcome?

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. If it is a General Fund Contingency Request, a memo from the Budget Office must be submitted.*

---

### Required Signatures

---

**Elected Official  
or Dept Director:**



**Date:** 5/22/12

\_\_\_\_\_  
Karyne Kieta

**Budget Analyst:**



**Date:** 5/22/12

\_\_\_\_\_  
Ching Hay