



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 5-16-13
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 5/16/13
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 5-7-13

Agenda Title: **BUDGET MODIFICATION # Over-02, Program Communications – Classification Only Study**

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

Requested Meeting Date: Next available Time Needed: Consent
Department: County Management Division: Central HR Class Comp
Contact(s): Olga Ward
Phone: (503) 988-5015 Ext. 22747 I/O Address: 503/3
Presenter Name(s) & Title(s): Olga Ward, HR Analyst

General Information

1. What action are you requesting from the Board?

To approve the final recommended two (2) classifications for ten (10) positions throughout the County studied by Class Comp (as well as the recommended pay grade changes outlined in #3). The study known as the Program Communications, was completed at the end of January 2013 and became effective February 1, 2013.

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.

The Program Communications study included only Local 88 represented positions in two classifications: Program Communications and Web specialist and Program Communications and Web Specialist Senior. These positions are found in 5 departments and/or agencies: Department of Community Justice, Department of Community Services, Health Department, Library, and Department of County Assets.

The scope of this project was a classification only study (no compensation review was done) in order to review the two current classifications, update the class specifications, and allocate the positions to the appropriate level. Allocations were largely based on the: primary purpose of the position; major job responsibilities and essential functions (as well

as the percentage of time incumbents spent performing them); accountability assigned to a position; knowledge, skills and other qualifications required to perform the job; supervision received; decision-making; and complexity, scope and impact of the work.

As a result of the study, the Program Communications and Web Specialist classification was renamed to Program Communications Specialist; and Program Communications and Web Specialist Senior was renamed to Program Communications Coordinator. These title changes will have no effect on the classification seniority dates and are deemed equivalent to the old titles.

For more information please see the study report.

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

Of the 10 positions included in this study, 3 changed to a class with higher pay grade with the remaining staying unchanged. The following details the cost changes by program:

Program 91007 (Animal Services) - reclassified a 1.0 Program Communications & Web Specialist (JCN 6178) to Program Communications Coordinator (JCN 6200)

Program 80008 (Library) - reclassified 1.0 Program Communications & Web Specialist (JCN 6178) to Program Communications Coordinator (JCN 6200)

Program 40048 (Health Dept) - reclassified 0.8 Program Communications & Web Specialist (JCN 6178) to Program Communications Coordinator (JCN 6200)

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

Multnomah County Personnel Rule 5-50, in essence, states that employees and all positions should be properly classified. Further, Central Human Resources is responsible maintaining a pay and classification system, and for reviewing positions whenever the duties change substantially. Central Human Resources also classifies and reclassifies all regular and limited duration positions to approved classifications based on an analysis of duties, responsibilities, knowledge, skills, abilities, and qualifications. Multnomah County Personnel Rule 5-45 provides the foundation for Central HR to create and maintain an appropriate salary structure to facilitate recruitment, retain competent employees with necessary skills/talents, and to establish equitable internal and external pay relationships. With the periodic review of classifications and pay integrity for work performed, the County will maintain public trust in its financial stewardship.

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

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).**

Not applicable

- **What budgets are increased/decreased?**

There are no net budget changes in the programs where these positions are budgeted.

- **What do the changes accomplish?**

Appropriate classification of 10 positions to maintain equity

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

There are no changes in full time equivalents; however, there are changes in classifications.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**
Not applicable
- **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?**
Not applicable
- **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)?**
Not applicable

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signature

Elected Official or Dept Director:	<u>/s/ Karyne Kieta</u>	Date: <u>5/7/13</u>
Budget Analyst:	<u>/s/ Christian Elkin</u>	Date: <u>3/5/13</u>
Department HR:	<u>/s/ Travis Graves</u>	Date: <u>3/5/13</u>

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/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
HEALTH DEPARTMENT										
1000	6200	64529	409320	Program Communications & Web Specislist, Senior	701948	(0.90)	(59,412)	(18,239)	(19,202)	(96,853)
1000	6200	64529	409320	Program Communications Coordinator	701948	0.90	59,412	18,239	19,202	96,853
32400	6178	64693	4FA61-01-1	Program Communications & Web Specislist	714907	(0.20)	(10,999)	(3,377)	(3,765)	(18,141)
1000	6178	64693	403005	Program Communications & Web Specislist	714907	(0.60)	(32,997)	(10,130)	(11,296)	(54,423)
32400	6200	64693	4FA61-01-1	Program Communications Coordinator	714907	0.20	12,226	3,753	3,869	19,848
1000	6200	64693	403005	Program Communications Coordinator	714907	0.60	36,679	11,260	11,609	59,548
DEPT. OF COMMUNITY JUSTICE										
1000	6200	65350	509420	Program Communications & Web Spec, Sr	700578	(1.00)	(75,171)	(23,078)	(20,542)	(118,791)
1000	6200	65350	509420	Program Communications Coordinator	700578	1.00	75,171	23,078	20,542	118,791
DEPT. OF COMMUNITY SERVICES										
1000	6178	61339	903150	Program Communications & Web Specialist	713212	(1.00)	(52,728)	(15,344)	(4,614)	(72,686)
1000	6200	61339	903150	Program Communications Coordinator	713212	1.00	61,131	17,789	5,349	84,269
1000	6200	64895	908000	Program Communications & Web Spec, Sr	702828	(1.00)	(75,171)	(21,875)	(27,895)	(124,941)
1000	6200	64895	908000	Program Communications Coordinator	702828	1.00	75,171	21,875	27,895	124,941
LIBRARY										
80-00	6178	61322	801000	Prg Communication & Web Spc	700437	(1.00)	(59,301)	(17,257)	(18,600)	(95,158)
80-00	6200	61322	801000	Prg Communications Coord	700437	1.00	61,131	17,789	18,737	97,657
80-00	6200	66125	801000	Prg Comm & Web Spec Sr	714471	(1.00)	(68,786)	(20,017)	(19,311)	(108,114)
80-00	6200	66125	801000	Prg Communicatons Coord	714471	1.00	68,786	20,017	19,311	108,114
80-00	6200	66125	801000	Prg Comm & Web Spec Sr	700507	(1.00)	(63,917)	(18,600)	(18,946)	(101,463)
80-00	6200	66125	801000	Prg Communications Coord	700507	1.00	63,917	18,600	18,946	101,463
TOTAL ANNUALIZED CHANGES						0.00	15,142	4,483	1,289	20,915

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/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
HEALTH DEPARTMENT										
1000	6200	64529	409320	Program Communications & Web Specislist, Senior	701948	(0.42)	(27,725)	(8,512)	(8,961)	(45,198)
1000	6200	64529	409320	Program Communications Coordinator	701948	0.42	27,725	8,512	8,961	45,198
32400	6178	64693	4FA61-01-1	Program Communications & Web Specislist	714907	(0.08)	(4,400)	(1,351)	(1,506)	(7,257)
1000	6178	64693	403005	Program Communications & Web Specislist	714907	(0.25)	(13,749)	(4,221)	(4,707)	(22,677)
32400	6200	64693	4FA61-01-1	Program Communications Coordinator	714907	0.08	4,890	1,501	1,548	7,939
1000	6200	64693	403005	Program Communications Coordinator	714907	0.25	15,283	4,692	4,837	24,812
DEPT. OF COMMUNITY JUSTICE										
1000	6200	65350	509420	Program Communications & Web Spec, Sr	700578	(0.42)	(31,572)	(9,693)	(8,628)	(49,892)
1000	6200	65350	509420	Program Communications Coordinator	700578	0.42	31,572	9,693	8,628	49,892
DEPT. OF COMMUNITY SERVICES										
1000	6178	61339	903150	Program Communications & Web Specialist	713212	(1.00)	(43,922)	(12,781)	(3,843)	(60,547)
1000	6200	61339	903150	Program Communications Coordinator	713212	1.00	50,922	14,818	4,456	70,196
1000	6200	64895	908000	Program Communications & Web Spec, Sr	702828	(1.00)	(75,171)	(21,875)	(27,895)	(124,941)
1000	6200	64895	908000	Program Communications Coordinator	702828	1.00	75,171	21,875	27,895	124,941
LIBRARY										
80-00	6178	61322	801000	Prg Communication & Web Spc	700437	(0.58)	(34,596)	(10,068)	(10,851)	(55,515)
80-00	6200	61322	801000	Prg Communications Coord	700437	0.58	35,664	10,378	10,931	56,973
80-00	6200	66125	801000	Prg Comm & Web Spec Sr	714471	(0.58)	(40,130)	(11,678)	(11,266)	(63,074)
80-00	6200	66125	801000	Prg Communicatons Coord	714471	0.58	40,130	11,678	11,266	63,074
80-00	6200	66125	801000	Prg Comm & Web Spec Sr	700507	(0.58)	(37,289)	(10,851)	(11,053)	(59,194)
80-00	6200	66125	801000	Prg Communications Coord	700507	0.58	37,289	10,851	11,053	59,194
TOTAL CURRENT FY CHANGES						0.00	10,091	2,968	864	13,924

Budget Modification ID: **Over-02****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: 2013

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
HEALTH DEPARTMENT													
1	40-30	32400	40047	0030			4FA61-01-1	60000	274,600	275,090	490		Increase Permanent
2	40-30	32400	40047	0030			4FA61-01-1	60130	80,819	80,969	150		Increase Salary Related Expns
3	40-30	32400	40047	0030			4FA61-01-1	60140	98,746	98,788	42		Increase Insurance Benefits
4	40-30	32400	40047	0030			4FA61-01-1	60170	161,195	160,513	(682)		Decrease Professional Services
5													
6	40-30	1000	40048	0030		403005		60000	303,862	305,396	1,534		Increase Permanent
7	40-30	1000	40048	0030		403005		60130	90,054	90,525	471		Increase Salary Related Expns
8	40-30	1000	40048	0030		403005		60140	86,264	86,394	130		Increase Insurance Benefits
9	40-30	1000	40048	0030		403005		60170	11,491	9,356	(2,135)		Decrease Professional Services
10													
11													
12													
13													
DEPT. OF COMMUNITY SERVICES													
14	91-30	1000	91007	020		903100		60000	191,661	198,661	7,000		Increase Permanent
15	91-30	1000	91007	020		903100		60130	58,203	60,240	2,037		Increase Salary Related Expns
16	91-30	1000	91007	020		903100		60140	55,688	56,300	612		Increase Insurance Benefits
17	91-30	1000	91007	020		903100		60170	41,724	32,075	(9,649)		Decrease Professional Services
18													
19													
20													
LIBRARY													
21	80-00	1510	80008	70		801000		60000	518,622	519,690	1,068		Permanent
22	80-00	1510	80008	70		801000		60130	152,971	153,281	310		Salary Related Expense
23	80-00	1510	80008	70		801000		60140	160,186	160,266	80		Insurance Benefits
24	80-00	1510	80008	70		801000		60230	48,500	47,042	(1,458)	0	Postage
25										0			
26										0			
27										0			
28	72-80	3500		0020		705210		50316		(864)	(864)		Insurance Revenue
29	72-80	3500		0020		705210		60330		864	864		Offsetting Expenditure
30										0			

Budget Modification ID: Over-02

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: 2013

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
											0	0	Total - Page 1
											0	0	GRAND TOTAL

FM Side			PS/CO Side			Cost Element/Commitment	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	
General Fund Contingency				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
Indirect							
Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx			xxx	xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709599		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709599		60240	Budgets offsetting expenditures
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-80	3500	0020		705210		50316	Insurance Revenue
72-80	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
<u>Special Revenue Funds</u>		
1501 - Road Fund	Road & Bridges	0080
1502 - Emergency Communications Fund	Community Services	0060
1503 - Bike Path Fund	Community Services	0060
1504 - Recreation Fund	Community Services	0060
1506 - County School Fund	Community Services	0060
1508 - Animal Control Fund	Community Services	0060
1509 - Willamette River Bridges Fund	Roads & Bridges	0080
1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
1518 - Oregon Historical Society Special Levy	Community Services	0060
1519 - Video Lottery	Community Services	0060
<u>Capital Project Funds</u>		
2504 - Building Project Fund	Community Services	0060
2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080
<u>Enterprise Funds</u>		
3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #1	0510
3002 - Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0050
Sheriff's Office (60)	Public Safety & Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.