



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C.6 DATE 10/22/15

MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 10/22/15

Agenda Item #: C.6

Est. Start Time: 9:30 am

Date Submitted: 10/8/15

**Agenda Title: BUDGET MODIFICATION # DCM-08-16: Reclassifying a Finance Supervisor to a Finance Manager in DCM/ DART Business Services**

Requested Meeting Date: October 22, 2015

Time Needed: Consent Agenda

Department: 72 - County Management

Division: Division of Assessment,  
Recording and Taxation

Contact(s): Randy Walruff

Phone: 503-988-4668

Ext. 84668

I/O Address 503/1

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

## General Information

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

Requesting approval of the reclassification of a Finance Supervisor to a Finance Manager as recommended by Class Comp on request #3156

### 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 position is within DART Business Services in the Division of Assessment, Recording and Taxation Administration Program #72023-16 in DCM and is submitted for a reclassification from a Finance Supervisor to a Finance Manager.

DART Business Services assumed responsibility for providing business services support for all DCM divisions and programs, including accounts payable, travel and training coordination, accounts receivable, grant accounting, purchasing, contracts administration, employee reimbursements, DCM timekeeping and Budget management /coordination. The position directs, manages, coordinates and evaluates the financial and business services functions for all DCM programs, and Administrative support functions for DART. The position provides highly complex and responsible management support to DART's Director and Deputy Director, serves as a member of the senior management team, assist in managing highly visible division projects, participates in development and implementation of division policies, strategic plans, and

administrative/financial support for DART operating programs. Duties include managing DART Business Services program in support of DCM divisions and programs, providing leadership, organizing and coordinating delivery of services, evaluating accounting and financial operations, developing and implementing objectives and priorities, directing procurement and contracts activities, developing and implementing service agreements, and supervising and evaluating professional finance and administrative staff. The position manages development of DART's Budget and coordinates development of the DCM Budget, performs grant management, directs and performs financial audits, prepares financial analysis documents and prepares annual audit and financial reports.

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

The salary and benefits from the reclassified position are to be covered within DCM DART's Administration program budget. The insurance fund is increased by \$1,484

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 23% higher than the current classification's top step, however it is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the 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).**

Insurance fund revenue is increased by \$1484

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

Insurance Fund Claims budget is increased by \$1484

Reclassification within budgeted resources in Program Offers 72023-16, 72031-16, 72033-16 and 72034-16. An increase in budgeted costs for the position of \$29,183 in Program #72023-16 is offset by a reduction in Professional Services and Supplies within DART Program Offers #72023-16, 72031-16, 72033-16 and 72034-16.

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

Reclassification of a Finance Supervisor to a Finance Manager in DCM DART Business Services to provide support for DCM Programs.

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

Approve Class Comp reclassification recommendation #3156

**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:** Karyne Kieta /s/

**Date:** 10-7-15

**Budget Analyst:** Ching Hay /s/

**Date:** 10-7-15

**Department HR:** Susan Yee /s/

**Date:** 10-7-15

**Countywide HR:** Susan Mullett /s/

**Date:** 10-7-15

### Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-08-16

#### Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(70,424,671)	(70,426,155)	(1,484)	
2	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	6,919,176	6,920,660	1,484	
<b>3500 Total</b>										<b>0</b>
<b>72-80 Total</b>										<b>0</b>
<b>Program Offer Number 72020-16 Total</b>										<b>0</b>
3	72023-16	1000	72-30	0020	706201	60000 - Permanent	594,858	615,324	20,466	
4	72023-16	1000	72-30	0020	706201	60130 - Salary Related Exps	198,457	205,690	7,233	
5	72023-16	1000	72-30	0020	706201	60140 - Insurance Benefits	142,191	143,675	1,484	
6	72023-16	1000	72-30	0020	706201	60170 - Professional Svcs	4,572	1,572	(3,000)	
<b>1000 Total</b>										<b>26,183</b>
<b>72-30 Total</b>										<b>26,183</b>
<b>Program Offer Number 72023-16 Total</b>										<b>26,183</b>
7	72031-16	1000	72-30	0020	706404	60170 - Professional Svcs	10,000	4,000	(6,000)	
<b>1000 Total</b>										<b>(6,000)</b>
<b>72-30 Total</b>										<b>(6,000)</b>
<b>Program Offer Number 72031-16 Total</b>										<b>(6,000)</b>
8	72033-16	1000	72-30	0020	706403	60170 - Professional Svcs	30,500	20,500	(10,000)	
<b>1000 Total</b>										<b>(10,000)</b>
<b>72-30 Total</b>										<b>(10,000)</b>
<b>Program Offer Number 72033-16 Total</b>										<b>(10,000)</b>

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-08-16

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
9	72034-16	1000	72-30	0020	706405	60170 - Professional Svcs	10,500	4,500	(6,000)	
10	72034-16	1000	72-30	0020	706405	60240 - Supplies	10,000	5,817	(4,183)	
<b>1000 Total</b>										<b>(10,183)</b>
<b>72-30 Total</b>										<b>(10,183)</b>
<b>Program Offer Number 72034-16 Total</b>										<b>(10,183)</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-08-16

#### Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
703936	9335	Finance Supervisor	64584	1000	706201	(1.00)	(91,425)	(32,309)	(20,780)	(144,514)
703936	9336	Finance Manager	64584	1000	706201	1.00	111,891	39,542	22,264	173,697
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>\$20,466</b>	<b>\$7,233</b>	<b>\$1,484</b>	<b>\$29,183</b>

#### Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
703936	9335	Finance Supervisor	64584	1000	706201	(1.00)	(91,425)	(32,309)	(20,780)	(144,514)
703936	9336	Finance Manager	64584	1000	706201	1.00	111,891	39,542	22,264	173,697
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>\$20,466</b>	<b>\$7,233</b>	<b>\$1,484</b>	<b>\$29,183</b>