



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: 6/30/16

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # NOND-01-17: Reclassifying a 1.00  
Legislative/Administrative Secretary to a Management (Performance  
Auditor)

**Requested Meeting Date:** 6/30/16

**Time Needed:** Consent Agenda

**Department:** 1030 - Auditor

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

**Contact(s):** Steve March, County Auditor and Christian Elkin, Nondepartmental Business  
Manager

**Phone:** 503-988-7689

**Ext.** 87689

**I/O Address** 501/503

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

## General Information

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

The Auditor's Office requests approval of the budget modification to reclassify a 1.00 Legislative/Administrative Secretary to a Management Performance Auditor as approved by Central HR Class/Comp unit.

### 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 vacant position within the Auditor's Office is submitted for a reclassification from Legislative Administrative Secretary to Management (Performance Auditor) as a result of the employee's retirement. The duties of the Legislative Administrative Secretary have decreased and existing duties will be assigned to other professional level staff. Audit work has continued to develop as a result of expanded service levels and broader use of contractors has increased the County's financial risks in areas of compliance and service delivery. Duties will include gathering and interpreting information from various sources, including financial records, in preparing audit plans; conducting and documenting interviews with management, staff, contractors and other parties and

developing findings and making recommendations; organizing and analyzing complex data in regards to use of County resources against objectives and outcomes; planning and implementing complex audit plans, including the contract risk analysis; and creating and preparing reports and communicating and presenting complex information.

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

The budget modification is neutral as the positions have the same salary range.

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

This classification decision is subject to all applicable requirements stated in Multnomah County Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described.

**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).**

N/A

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

No budgets are being changed.

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

Approval of a reclassification decision from central HR Class/Comp unit.

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

Yes, reclassifies a Legislative Administrative Secretary to Management (Performance Auditor).

**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** Steve March /s/  
**Dept. Director:** \_\_\_\_\_

**Date:** 6/22/16 \_\_\_\_\_

**Budget Analyst:** Christian Elkin /s/ \_\_\_\_\_

**Date:** 6/22/16 \_\_\_\_\_

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

**Date:** 6/13/16 \_\_\_\_\_

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

**Date:** 6/10/16 \_\_\_\_\_