



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-3 DATE 10/17/13  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 10/17/13  
Agenda Item #: C.3  
Est. Start Time: 9:30 am  
Date Submitted: 10/9/13

**Agenda Title:** BUDGET MODIFICATION # DCA-11 Conversion of an IT Development Analyst to Development Analyst Senior

*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.*

<b>Requested Meeting Date:</b>	<u>Next Available</u>	<b>Time Needed:</b>	<u>Consent Calendar</u>
<b>Department:</b>	<u>County Assets</u>	<b>Division:</b>	<u>Information technology</u>
<b>Contact(s):</b>	<u>Julie Neburka</u>		
<b>Phone:</b>	<u>988-3312</u>	<b>Ext.:</b>	<u>I/O Address: 503/4</u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>N/A</u>		

## General Information

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

The department is requesting board approval of budget modification DCA-11 reclassifying a Development Analyst to a Development 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; a reclassification request initiated by management. The duties of this position will increase to include troubleshooting, analysis, and development of more complex and intricate enterprise applications. Class/Comp reviewed the submitted job duties and description and concluded that the Development Analyst Senior was the best fit for the position. The program offer affected is 78027.

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

Personnel expenses are expected to remain neutral for FY14, and ongoing costs will be recovered through the IT cost allocation plan.

### 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

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#### Budget Modification

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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 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 Development Analyst to Development 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

*NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

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#### Required Signatures

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Elected Official  
or Dept Director: Sherry Swackhamer \s\ Date: 10/9/2013

Budget Analyst: Jennifer Unruh Date: 10/9/2013

**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/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
3503	6406	63375	709130	DEVELOPMENT ANALYST	706392	(1.00)	(79,302)	(27,653)	(5,948)	(112,903)
3503	6406	63375	709130	DEVELOPMENT ANALYST/SR	709392	1.00	79,302	27,653	5,948	112,903
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

**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/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

Budget Modification ID:

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
						Cost Center	WBS Element					
1										0		
2										0		
3										0		
4										0		
5										0		
6										0		
7										0		
8										0		
9										0		
10										0		
11										0		
12										0		
13										0		
14										0		
15										0		
16										0		
17										0		
18										0		
19										0		
20										0		
21										0		
22										0		
23										0		
24										0		
25										0		
26										0		
27										0		
28										0		
29										0		
											0	0
											0	0

### 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		
<b>Special Revenue Funds</b>		
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
<b>Capital Project Funds</b>		
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
<b>Enterprise Funds</b>		
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.