



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCA-12-17: Reclassify Development Analyst Senior to IT Business Consultant Senior in DCA

Requested Meeting Date: _____ **Time Needed:** Consent Agenda

Department: 78 - County Assets **Division:** Information Technology

Contact(s): Lisa Whedon, Debra Lee

Phone: 503-988-7580 **Ext.** 87580 **I/O Address** 503/4

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

General Information

1. What action are you requesting from the Board?

The Department of County Assets is requesting Board approval of budget modification DCA-12-17 reclassifying a Development Analyst Sr position 709106 (JCN 6406) Program Offer 78309-17 IT Health & Human Services Application Services in the Information Technology division to a IT Business Consultant (JCN 6198).

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 in the Information Technology Division of the Department of County Assets is requested for reclassification (req # 3577) from a Development Analyst Senior to an IT Business Consultant Senior. The position was vacated on September 19, 2016. Subsequent evaluation of the work unit needs determined that custom development work to support the Health Department portfolio is necessary. The primary purpose of the position is to provide a single point of contact for Information Technology (IT) customers, working with them to understand their business needs from a strategic perspective, and applying a wide range of technologies to address those needs. This position will be responsible for service delivery including project management, business case preparations including total cost of ownership, defining requirements, business process analysis, and portfolio management for specific customers and the enterprise.

An analysis of the Development Analyst Senior, the IT Business Consultant, and the IT Business

Consultant Senior classifications was performed before making an allocation decision: the duties, responsibilities and qualifications support that this position is allocated to IT Business Consultant Senior (6198).

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

Personnel expense will increase \$965 in FY17. This will be offset with a reduction to cost element 60260 Travel and Training.

The current top step of the new classification is 8.46% less than the top step of the original position.

In subsequent fiscal years the reclassified position will be subject to the approved cost of living adjustments (COLA). The financial impact of the new classification will be funded within the ongoing department's budget.

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

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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).

As a result of the increase in personnel cost the Risk Management program offer 72020-17 revenue increases by \$51.

7. What budgets are increased/decreased?

This re-classification results in revenue and expense increase to the Risk Management fund by \$51.

8. What do the changes accomplish?

Approval of reclassification from the Human Resources Classification Compensation unit will best reflect the duties of the position.

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

Yes, reclassification of a Development Analyst Sr position 709106 (JCN 6406) Program Offer 78309-17 IT Health & Human Services Application Services in the Information Technology division to a IT Business Consultant (JCN 6198).

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

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____