



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-2 DATE 8/20/15  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 8/20/15  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 8/5/15

Agenda Title: **BUDGET MODIFICATION # DCA-05-16: Reclassification of a 1.00 FTE Human Resources Analyst 2 to a Human Resources Analyst Senior**

Requested Meeting Date: 8/20/15 Time Needed: Consent Calendar

Department: 78 - County Assets Division: Information Technology

Contact(s): Lisa Whedon and Chris Brower

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

Presenter Name(s) & Title(s): N/A

## General Information

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

The department is requesting board approval of budget modification DCA-05-16 reclassifying a Human Resources Analyst 2 to a Human Resources 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 Class/Comp decision #2991; a reclassification request initiated by management. The position functions as a program and project manager for enterprise-wide technology training initiatives and is the lead for the Technology Learning Leader Program. As such, this position is now responsible for acting as a subject matter expert, providing advanced-level training support to customers, performing work assignments independently, and dealing with varied work situations involving a high degree of complexity. Program offer affected is 78035-16.

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

Personnel expenses are expected to increase \$9,764 for FY16. This will be offset by a decrease in the software budget of the IT Administration cost center, which is in the same program offer. Ongoing, the annual fiscal impact will be an increase of about \$9,764.

### 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).**

N/A

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

N/A

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

Approval of a classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes, reclassification of a Human Resources Analyst 2 to a Human Resources Analyst Senior.

**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** Sherry Swackhamer /s/  
**Dept. Director:**

**Date:** 7/29/15

**Budget Analyst:** Chris Yager /s/

**Date:** 8/5/15

**Department HR:** Patsy Moushey /s/

**Date:** 7/29/15

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

**Date:** 7/28/15

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCA-05-16

### 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	(70,367,747)	(70,368,264)	(517)	
2	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	6,862,252	6,862,769	517	
<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	78035-16	3503	78-70	0020	709000	60290 - Software Lic / Maint	30,000	20,236	(9,764)	
4	78035-16	3503	78-70	0020	709625	60000 - Permanent	141,311	148,441	7,130	
5	78035-16	3503	78-70	0020	709625	60130 - Salary Related Expns	41,955	44,072	2,117	
6	78035-16	3503	78-70	0020	709625	60140 - Insurance Benefits	38,549	39,066	517	
<b>3503 Total</b>										<b>0</b>
<b>78-70 Total</b>										<b>0</b>
<b>Program Offer Number 78035-16 Total</b>										<b>0</b>

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCA-05-16

### 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
715761	9670	Human Resources Analyst 2		3503	709625	(1.00)	(59,917)	(17,789)	(18,496)	(96,202)
715761	9748	Human Resources Analyst, Senior		3503	709625	1.00	67,047	19,906	19,013	105,966
Total Annualized Changes:						0.00	\$7,130	\$2,117	\$517	\$9,764

### 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				
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