



**Multnomah County
Agenda Placement Request
Budget Modification**
(FY 2018)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.2 DATE 10/4/18
MARINA BAKER, BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/4/18
Agenda Item #: C.2
Est. Start Time: 9:30 a.m.
Date Submitted: 9/14/18

**Agenda Title: BUDGET MODIFICATION # DCA-06-19: FPM - Reclassify Position 716201
from Executive Specialist to Administrative Analyst**

Requested Meeting Date: October 4, 2018 Time Needed: Consent Calendar
Department: 78 - County Assets Division: DCA Facilities and Property
Management

Contact(s): Lisa Whedon (x87580), Becky Zou (x89928)

Phone: 5039887580 Ext. 8-7580 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 of County Assets requests Board approval of budget modification DCA-06-19 reclassifying position 716201 from Executive Specialist (6005) to Administrative Analyst (6033), effective February 2018 in program offer 78200-19 (Facilities Director's Office).

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 affects program offer 78200-19 (Facilities Director's Office). This filled position in the Facilities and Property Management (FPM) division of the Department of County Assets is requested for reclassification from a Executive Specialist to Administrative Analyst to better meet division needs. The position will be responsible for providing executive-level support and administrative assistance to the Facilities Director and division managers. An analysis of the Executive Specialist and Administrative Analyst positions was performed and the Administrative Analyst position was determined to best meet program needs.

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

This reclassification results in a personnel cost increase of \$5,346 in the current fiscal year, which is offset in overtime expense. The current top step of the new classification is 19% greater than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. In future years the financial impact of the new classification will continue to be offset within the division's operating 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).

Risk Fund reimbursement revenue increases by \$262 due to the adjusted personnel expense.

7. What budgets are increased/decreased?

The Department budget remains the same with the change in permanent personnel expense offset in overtime expense. The current top step of the new classification is 19% greater than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. In future years the financial impact of the new classification will continue to be offset within the division's operating budget.

8. What do the changes accomplish?

Implementation of a Classification and Compensation decision to reclassify position 716201 from Executive Specialist to Administrative Analyst.

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

Yes. Position 716201 is reclassified from Executive Specialist to Administrative Analyst.

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:** Bob Leek /s/

Date: 9/13/18

Budget Analyst: Ching Hay /s/

Date: 9/14/18

Department HR: Susan Yee /s/

Date: 9/7/18

Countywide HR: Karie Miller /s/

Date: 9/7/18

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCA-06-19

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	72020-19	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(86,654,600)	(86,654,862)	(262)	
2	72020-19	3500	72-80	0020	705210	60330 - Claims Paid	5,826,484	5,826,746	262	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-19 Total										0
3	78200-19	3505	78-50	0020	902000	60000 - Permanent	574,334	578,162	3,828	
4	78200-19	3505	78-50	0020	902000	60110 - Overtime	7,500	2,154	(5,346)	
5	78200-19	3505	78-50	0020	902000	60130 - Salary Related Expns	195,879	197,135	1,256	
6	78200-19	3505	78-50	0020	902000	60140 - Insurance Benefits	135,408	135,670	262	
3505 Total										0
78-50 Total										0
Program Offer Number 78200-19 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCA-06-19

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
716201	6005	Executive Specialist		3505	902000	(1.00)	(54,476)	(17,868)	(20,346)	(92,690)
716201	6033	Administrative Analyst		3505	902000	1.00	58,304	19,124	20,608	98,036
Total Annualized Changes:						0.00	\$3,828	\$1,256	\$262	\$5,346

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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Total Current FY Changes:						0.00	\$3,828	\$1,256	\$262	\$5,346