



# 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-10-17: Reclass HVAC Engineer to Building Automation Systems Specialist in Facilities & Property Management**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent Agenda

**Department:** 78 - County Assets **Division:** Facilities & Property Management

**Contact(s):** Lisa Whedon

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

**Presenter Name(s) & Title(s):** \_\_\_\_\_

## General Information

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

The Department of County Assets is requesting Board approval of budget modification DCA-10-17 reclassifying a vacant HVAC Engineer position #718406 (JCN 6121) in Program Offer 78202-17 Facilities Operations & Maintenance to a Building Automation System Specialist (JCN 6122).

### 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 #3555 a reclassification initiated by management. This vacant position is within the Facilities & Property Management division of the Department of County Assets.

The position was originally budgeted and allocated as an HVAC Engineer in July 2016; however, upon review of operational needs it was determined that the position should be a Building Automation Systems Specialist to keep up with industry trends on building automation and control systems, to address workload/coverage, and to better align with succession plans. The position will be responsible for providing leadership on matters pertaining to Building Automation Systems (BAS); providing systems administration, database maintenance, programming, diagnostics, and disaster recovery for BAS; identifying, developing, implementing, and maintaining integrated programs for HVAC, lighting, and energy management; investigating and reporting on new advancements in associated technology; diagnosing BAS operational and application problems

and provide solutions; operating, maintaining, troubleshooting, and repairing total building HVAC systems; providing technical support, scope definition, and design review for building projects; developing, customizing, and delivering training to HVAC engineers and division staff; and providing BAS oversight of contracted technical support.

An analysis of the HVAC Engineer and Building Automation Systems Specialist classifications was performed before making an allocation decision: The duties, responsibilities and qualifications support this position be reclassified as a Building Automation Systems Specialist.

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

Personnel expenses related to the position increases by \$11,578 in FY17.

The current top step of the new classification is 15.6% greater than the top step of the original position.

This will be off set by a decrease in 60100 Temporary, 60135 Non Base Fringe and 60145 Non Base Insurance.

As a result of the increase in Personnel cost elements and reduction in Temp cost elements the Risk Management program offer 72020-17 will increase by \$380.

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

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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).**

As a result of the increase in Personnel cost elements and reduction in Temp cost elements the Risk Management program offer 72020-17 will increase by \$380.

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

This re-classification results in an increase to the Risk Management fund by \$380.

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

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

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

Yes, reclassification of a vacant HVAC Engineer position #718406 (JCN 6121) in Program Offer 78202-17 Facilities Operations & Maintenance to a Building Automation System Specialist (JCN 6122).

**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)?**

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

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_