



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCA-01-18: FPM - Reclass Position 703973 from Facilities Specialist 3 to Facilities Specialist 2

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

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

Contact(s): Lisa Whedon (x87580) and Jen Unruh (x82418)

Phone: _____ **Ext.** _____ **I/O Address** _____

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

General Information

1. What action are you requesting from the Board?

The Department of County Assets requests Board approval of budget modification DCA-01-18, reclassifying position 703973 from Facilities Specialist 3 (6016) to Facilities Specialist 2 (6017), effective September, 2017 in program offer 78202-18 (Facilities Operations and Maintenance).

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 position in the Facilities and Property Management (FPM) division of the Department of County Assets is requested for reclassification from a Facilities Specialist 3 to a Facilities Specialist 2 to better meet division needs. This position will coordinate compliance activities in County maintained facilities such as testing and inspections. In its review, Human resources also evaluated the Facilities 3 classification, which is responsible for leading larger and more technically advanced work than the Facilities Specialist 2.

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

This reclassification results in a base personnel cost decrease of \$8,538 in the current fiscal year, which is offset in overtime and related expenses. In subsequent years the reclassified position will be subject to the approved cost of living adjustments and step increases.

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

NA

5. Explain any citizen or other government participation.

NA

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).

No revenue is being changed.

7. What budgets are increased/decreased?

The Department budget remains the same with the change in permanent personnel expense offset in overtime and related expense.

8. What do the changes accomplish?

Implementation of a Classification and Compensation decision to reclassify position 703973 from Facilities Specialist 3 to Facilities Specialist 2.

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

Yes. Position 703973 is reclassified from Facilities Specialist 3 to Facilities Specialist 2.

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

NA

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?

NA

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)?

NA

Required Signature

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

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____