



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # 12-5 DATE 8/26/2010  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 8/26/2010  
Agenda Item #: R-5  
Est. Start Time: 11:15 am

## BUDGET MODIFICATION: DCM - 01

**Agenda Title:** BUDGET MODIFICATION DCM-01 adding new 1.0 FTE Human Resource Technician for FMLA/OFLA administration in Benefits.

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	<u>August 19, 2010</u>	<b>Amount of Time Needed:</b>	<u>5 Minutes</u>
<b>Department:</b>	<u>Department of County Management</u>	<b>Division:</b>	<u>Finance &amp; Risk Mgmt</u>
<b>Contact(s):</b>	<u>Mike Waddell</u>		
<b>Phone:</b>	<u>988-3312</u>	<b>Ext.</b>	<u>84283</u>
		<b>I/O Address:</b>	<u>503/5/531</u>
<b>Presenter(s):</b>	<u>Mindy Harris, Mike Waddell</u>		

## General Information

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

The department is requesting board approval of budget modification DCM-01 adding a new Human Resource Technician for FMLA/OFLA administration in Benefits.

### 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.

FMLA/OFLA administration is being consolidated within the Benefits Office. Past practice for FMLA/OFLA administration has been largely decentralized across the county with inconsistent application of rules and inconsistent results. Benefits has been successfully providing this service to DA's office for a several years, and has recently launched administration for DCHS and DCS as well. This administrative change provides improved reporting, standardization of administrative practices, consistency in application of federal and state requirements, and consolidation of paperwork for program administration. In order to provide this service to additional departments, staff is necessary to handle the work load. This would impact Program Offer #72012 (FRM – Employee Benefits) and would increase Personnel costs of that program offer.

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

Personnel costs increase by \$60,924 (\$66,223 annually) and .92 FTE (1.00 FTE annually) will be recovered through benefits rates managed by the risk fund.

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

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

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## ATTACHMENT A

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### Budget Modification

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If the request is a **Budget Modification**, please answer all of the following in detail:

- 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

- What budgets are increased/decreased?

Benefits' personnel expense budget is increased. Internal service rates will be adjusted to recover the expenditure increase from all departments.

- What do the changes accomplish?

Provides the personnel capacity to administer the FMLA/OFLA program centrally for the County.

- Do any personnel actions result from this budget modification? Explain.

Yes, adds a new HR Tech position for administrating the FMLA/OFLA program in Benefits

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

N/A

- 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?

On-going function that will be built in to future risk fund internal service rates.

- 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 (i.e. cash match, in kind match, reporting requirements etc)?

N/A

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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## ATTACHMENT B

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**BUDGET MODIFICATION: DCM- 01**

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### Required Signatures

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**Elected Official or  
Department/  
Agency Director:**

*Mindy Harris*

**Date:** 7/26/2010

**Budget Analyst:**

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

**Department HR:**

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

**Countywide HR:**

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



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone  
(503) 988-3009 Fax

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To: Caren Cox, DCM, EBO, ext. 22568  
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4)  
Date: July 12, 2010  
Subject: Reclassification Request #1501 (New HR Technician/NR)

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We have completed our review of your request and the decision is outlined below.

**Request Information:**

Date Request Received: June 14, 2010  
Current Classification: n/a  
Job Class Number: n/a  
Pay Grade: n/a

Position Number: TBD  
Requested Classification: HR Technician/NR  
Job Class Number: 9061  
Pay Grade: 118

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Request is: ☒ Approved as Requested  
☐ Approved - Revised  
☐ Denied

Effective Date: July 12, 2010

Allocated Classification: HR Technician/NR  
Pay Range: \$37,845.40 - \$52,984.25 annually

Job Class Number: 9061  
Pay Grade: 118

**This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision to ensure duties and work are being carried out as originally described. Further, this allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.**

**Position Information:**

☒ Vacant - see New/Vacant Section  
☐ Filled & incumbent reclassified - see Employee Information Section  
☐ Filled & incumbent not reclassified with position - see New/Vacant Section

**New/Vacant Position Information:**

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

**Reason for Classification Decision:**

The Employee Benefits Office will be taking on FMLA/OFLA leave administration from Health, DCM, Non-Dept., and the Library. In order to have capacity to perform these duties, this new position is being created. This position will be responsible for supporting the administration of FMLA/OFLA leave processes for County departments including extraction and interpretation of SAP leave data; timely production of accurate correspondence to employees; recordkeeping; and monthly activity reports for departments. This position will also be the primary support of a HR Analyst 2 who manages the FMLA/OFLA program.

Human Resources Technician/NR provides paraprofessional support in a variety of human resources areas or in a single human resources area within an operating unit or within central human resources; provides technical assistance to human resources staff, applicants and employees in the daily procedural and administrative functions of a human resources program; researches, compiles and summarizes data; initiates and prepares personnel actions; and answers and refers questions and inquiries.

Human Resources Analyst 1/NR provides professional and technical support in a variety of human resources areas and performs the responsibilities of a human resources generalist with broad knowledge or of a human resources specialist with advanced knowledge of a single discipline.

The essential job functions of this new position will include providing highly-confidential paraprofessional support in the employee benefits unit in the area of FMLA/OFLA administration and reporting. The outlined responsibilities best fit the criteria for Human Resources Technician/NR (9061).

If you have any questions, please feel free to contact me at 503-988-5015 ext.22342.

cc: Karin Lamberton, HR Manager  
Leola Warner & Jacqueline Burns, HR Maintainers  
Local 88  
Class Comp File Copy

Budget Modification ID: **DCM-01****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2010

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	72-10	3500	72012	20		705200		60000	403,404	438,221	34,817		Permanent
2	72-10	3500	72012	20		705200		60130	122,443	137,238	14,795		Salary Related
3	72-10	3500	72012	20		705200		60140	112,596	123,908	11,312		Insurance
4	72-10	3500	72012	20		705200		50321	(749,956)	(810,880)	(60,924)		Svc Reim Ben Admin
5													
6	72-10	3500	72012	20		705210		50321	(172,095)	(111,171)	60,924		Svc Reim Ben Admin
7	72-10	3500	72012	20		705210		60240	8,378,072	8,317,148	(60,924)		Supplies
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
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