



# 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 # DCS-05-17: Reclassification of an Project Manager position to an Administrative Analyst/NR position

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

**Department:** 91 - Community Services **Division:** Transportation

**Contact(s):** Ian Cannon

**Phone:** (503) 988-3595 **Ext.** 83595 **I/O Address** 425/2

**Presenter Name(s) & Title(s):** Consent Calendar

## General Information

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

The Department of Community Services is requesting the Board approve a budget modification DCS-05-17 for the reclassification of a Project Manager position to an Administrative Analyst (N/R) position in the DCS Transportation Division as determined by the Classification Compensation (Class Comp) Unit of Central Human Resources. The study performed by Class Comp was completed as a new vacant position.

### 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.

In consideration of the amount of departmental projects and initiatives, additional higher level professional, technical, and analytical support there has been a need for this position in the Transportation Division of the Department of Community Services. The position will be performing a variety of professional, technical and analytical work in providing administrative support services within the Transportation Division. Management requested the Class Comp Unit of Central Human Resources review the position classification. The job description was submitted to Central Human Resources to determine the appropriate classification of this position. Class Comp determined that the Administrative Analyst (N/R) was the appropriate classification for the duties assigned.

The position (718051) is currently budgeted as a Project Manager classification. The budget modification detail sheets will delete the Project Manager classification and create the

Administrative Analyst (N/R) classification in DCS Transportation Division in response to Class Comp's decision.

The changes impact program offer 91013A-17 DCS Road Services.

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

The reclassification of position 718051 to an Administrative Analyst (N/R) will be budget neutral in the current year.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step and merit increases in accordance with collective bargaining agreements and county personnel rules. Increased costs will be funded within the County Road Fund 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).**

No change in revenues

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

These changes will not affect the Community Services Department's total FTE.

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

This budget modification implements the results of the position reclassification as determined by the Class Comp Unit of Central Human Resources.

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

Reclassify a 1.00 FTE Project Manager to a 1.00 FTE Administrative Analyst (N/R) position 718051, in the Transportation Division of the Community Services Department. Class Comp approved with an effective date of July 01, 2016 (Request #3397).

**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)?

Position funded through County Road Fund.

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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:	_____