



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 # DCM-09-17: Reclassification of a Data Analyst to a Data Analyst Sr in the Dept of County Management / DART

Requested Meeting Date: _____ **Time Needed:** _____

Department: 72 - County Management **Division:** Division of Assessment,
Recording and Taxation

Contact(s): Debra Anderson and Michael Vaughn

Phone: 503 988 6355 **Ext.** 86355 **I/O Address** _____

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

General Information

1. What action are you requesting from the Board?

Approval of reclassification request #3601, as recommended by the Class Comp section of Central HR. Reclassifying position 702352 from a Data Analyst (JCN 6073) to a Data Analyst Senior (JCN 6456) in the Department of County Management (DCM), Division of Assessment, Recording and Taxation (DART).

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 vacant position within DCM/ DART is submitted for a reclassification from Data Analyst to Data Analyst Senior. This request #3601 is a result of the conversion to the new Orion assessment & taxation software system, requirement for advanced report writing, and increased business need for data base maintenance, data conversion and user support. The new software system will be a SQL based system and require the use of more complex analytical tools, including SQL Server, Access, and Tableau.

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

This action will increase the salary and benefits of the position by \$3,552 for fiscal year 2017. The increase will be covered within budgeted resources, by reducing the budgeted temporary staffing

expense in program offer 72037-17. The current top step of the new classification is 19.5 percent higher than the current classification's top step. It is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

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

None

5. Explain any citizen or other government participation.

None

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 increased by \$186 due to personnel budget changes.

7. What budgets are increased/decreased?

The Risk Fund increases by \$186.

8. What do the changes accomplish?

Reclassification.

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

NA

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: _____