



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 9/9/2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date:	<u>9/9/2010</u>
Agenda Item #:	<u>C-4</u>
Est. Start Time:	<u>9:30 am</u>

BUDGET MODIFICATION: DCM - 03

Agenda Title:	BUDGET MODIFICATION DCM-03 Reclassifying a Finance Specialist Senior to a Budget Analyst in Business Services as determined by Class/Comp unit of Central Human Resources.
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Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>September 9, 2010</u>	Amount of Time Needed:	<u>Consent calendar</u>
Department:	<u>Department of County Management</u>	Division:	<u>Business Services</u>
Contact(s):	<u>Mike Waddell</u>		
Phone:	<u>988-3312</u>	Ext.	<u>84283</u>
Presenter(s):	<u>N/A Consent</u>		
I/O Address:	<u>503/5/531</u>		

General Information

1. What action are you requesting from the Board?

The department is requesting board approval of budget modification DCM-03 reclassifying a Finance Specialist Senior to a Budget Analyst in Business Services.

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 a Class/Comp decision on a reclassification request initiated by management. Class/Comp reviewed the submitted job duties and description and concluded that Budget Analyst was the best fit for the position. The reclassification is effective July 12, 2010. The change impacts program offer 72004 DCM-Business Services.

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

The reclassification is budget neutral in the current year and ongoing as the pay scales are the same.

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

ATTACHMENT A

Budget Modification

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?**

N/A

- **What do the changes accomplish?**

Approval of classification decision from Human Resources Class/Comp unit that best reflects the duties of this position.

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

Reclassification of a Finance Specialist Senior to a Budget Analyst in Business Services.

- **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?**

N/A

- **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

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

ATTACHMENT B

BUDGET MODIFICATION: DCM-03

Required Signatures

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

Mindy Harris

Date: 8/20/10

Debra

8/20/10

Budget Analyst:

Elizabeth H. Nunez

Date:

8/20/10

Department HR:

Date:

Countywide HR:

Date:

