



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 12/31/09)

<b>Board Clerk Use Only</b>	
<b>Meeting Date:</b>	<u>9/9/2010</u>
<b>Agenda Item #:</b>	<u>C-3</u>
<b>Est. Start Time:</b>	<u>9:30 am</u>

**BUDGET MODIFICATION: DCM - 02**

<b>Agenda Title:</b>	<b>BUDGET MODIFICATION DCM-02 Reclassifying a Facilities Specialist 1 to a Contracts Specialist 1 in Facilities as determined by Class/Comp unit of Central Human Resources.</b>
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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.*

<b>Requested Meeting Date:</b>	<u>September 9, 2010</u>	<b>Amount of Time Needed:</b>	<u>Consent calendar</u>
<b>Department:</b>	<u>Department of County Management</u>	<b>Division:</b>	<u>Facilities</u>
<b>Contact(s):</b>	<u>Colleen Bowles, Mike Waddell</u>		
<b>Phone:</b>	<u>988-5082</u>	<b>Ext.:</b>	<u>84189</u>
		<b>I/O Address:</b>	<u>274</u>
<b>Presenter(s):</b>	<u>N/A Consent</u>		

**General Information**

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

The department is requesting board approval of budget modification DCM-02 reclassifying a Facilities Specialist 1 to a Contracts Specialist 1 in Facilities Administration.

**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 Contracts Specialist 1 was the best fit for the position. The reclassification is effective April 1, 2010. This change impacts program offer 72066 Facilities Administration and Business Services.

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

The reclassification is budget neutral in the current year as the pay scales overlap. The pay scale for a Facilities Specialist 1 is (\$42,512 – \$52,304) while the pay scale range for Contracts Specialist 1 is (\$49,319 - \$60,636). Personnel costs will increase over time, as the pay scale for the Contracts Specialist 1 is higher than a Facilities Specialist 1.

**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 Facilities Specialist 1 to a Contracts Specialist 1 in Facilities Administration.
- **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-02**

**Required Signatures**

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

*Mindy Harris*

**Date:** 8/20/10

**Budget Analyst:**

*Debra*

**Date:**

**Department HR:**

*Elizabeth A. Nunez*

**Date:**

**Countywide HR:**

**Date:**