



# Multnomah County Agenda Placement Request Budget Modification (FY 2018)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCA-17-18: Facilities and Property Management - Reclassify Position 714564 from Program Supervisor to Manager 1

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** NA-Consent Agenda

**Department:** 78 - County Assets **Division:** Facilities and Property Management

**Contact(s):** Lisa Whedon (x87580), Jen Unruh (x82418), Becky Zou (x89928)

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_ **I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** NA-Consent Agenda

## General Information

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

The Department of County Assets requests Board approval of budget modification DCA-17-18 reclassifying position 714564 from Program Supervisor (9361) to Manager 1 (9615), effective April, 2018 in program offer 78200-18 (Facilities Director's Office) and 78204-18 (Facilities Capital Operation Costs).

### 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 Class Comp decision #4033. This vacant position in the Facilities & Property Management division of the Department of County Assets is requested for reclassification from a Program Supervisor to a Manager 1 as a result of a reorganization. The reclassified position, with a working title of Estimator/Property Management Manager, will develop and maintain the 5-year capital improvement plans that identify and prioritize site improvements, fire/life safety improvements, environmental compliance/mitigation, capital maintenance projects, and others.

The position will be responsible for developing and managing the capital improvement program and funds; identifying and prioritizing projects to meet long-term strategic objectives of the county; balancing long-term and short-term capital improvement priorities across a diverse portfolio of

buildings; overseeing the budget authorization process for projects within the Capital Improvement Program, Asset Preservation, and Library Fund; preparing various reports on capital operations and activities; overseeing and managing county contracts for custodial, security, landscaping, and document shredding; participating in the continuing development of contracted services and other contract process improvements; providing conceptual cost estimating services in support of capital improvement projects; engaging in the early stages of projects to identify necessary program requirements, and to conduct analysis of construction costs and project soft costs; selecting appropriate metrics to produce accurate and valid project budgets; visiting sites, buildings, and other facilities to assess current conditions; identifying options, determining viable solutions, performing risk analysis, and recommending cost effective approaches; reviewing contractor cost proposals and assisting project Managers and Program Supervisors with value engineering, cost controls, and cost tracking; presenting budget information to departmental and county leadership; managing, supervising, assisting, and evaluating staff; implementing policies and procedures; selecting and hiring new staff; performing performance management including implementing disciplinary procedures when necessary; analyzing labor needs and providing resource leveling; assisting in the development and interpretation of policies related to job performance, safety, security, and facility utilization; and participating on committees.

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

This reclassification results in a personnel cost increase of \$3,181 in the current fiscal year, which is offset in overtime and professional services expense. The current top step of the new classification is 16% greater than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. In future years the financial impact of the new classification will continue to be offset within the division's operating 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).**

Risk Fund reimbursement revenue increases \$130 due to the adjusted personnel expense.

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

The Department budget remains the same with the change in permanent personnel expense offset in overtime and professional services expense. The current top step of the new classification is 16% greater than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. In future years the financial impact of the new classification will continue to be offset within the division's operating budget.

Risk Fund increases \$130 due to the adjusted personnel expense.

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

Implementation of a Classification and Compensation decision to reclassify position 714564 from Program Supervisor to Manager 1.

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

Yes. Position 714564 is reclassified from Program Supervisor to Manager 1.

**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)?**

N/A

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