



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-02-17: Reclassification of a Human Resources Analyst 1 to a Human Resources Analyst 2 in DCM

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

Department: 72 - County Management **Division:** _____

Contact(s): Travis Graves, Tami Mahrt, and Debra Anderson

Phone: 503-988-6355 **Ext.** 86355 **I/O Address** 503/3

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

General Information

1. What action are you requesting from the Board?

Approval of reclassification #3441, as recommended by the Class Comp section of Central HR. A Human Resources Analyst 1 position is being reclassified to a Human Resources Analyst 2 in the Benefits section of Central HR, with a retro-active effective date of December 17, 2015.

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 filled position within Employee Benefits/Central HR in DCM is submitted for reclassification from HR Analyst 1 (#9080 Non-Exempt) to HR Analyst 2 (#9670 Exempt). Because of the increased workload and complexity of the leave administration program, the Leave Unit is dividing the work between two (2) HR Analyst 2 positions and an HR Technician. This position is responsible for leave administration for half of the County employees and will consult with managers, HR staff and employees regarding the various types of leave administration in order to ensure compliance to Federal and State requirements.

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

This action will increase the salary and benefits for this position by 14,844 in Program Offer #72020 -17. The increase will be covered within budgeted resources, by reducing budgeted temporary employment funds. The current top step of the new classification is 18% 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. Risk Fund is increased by \$487.

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).

Service Reimbursement to the Risk Fund by \$487 due to personnel budget changes.

7. What budgets are increased/decreased?

The Risk Fund increases by \$487.

8. What do the changes accomplish?

Reclassification of Human Resource Analyst 1 to Human Resource Analyst 2, effective December 17, 2015.

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

Reclassification.

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: _____